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The Trinity College Handbook, 1976-77

Trinity College

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TRINITY COLLEGE HANDBOOK

1976-1977

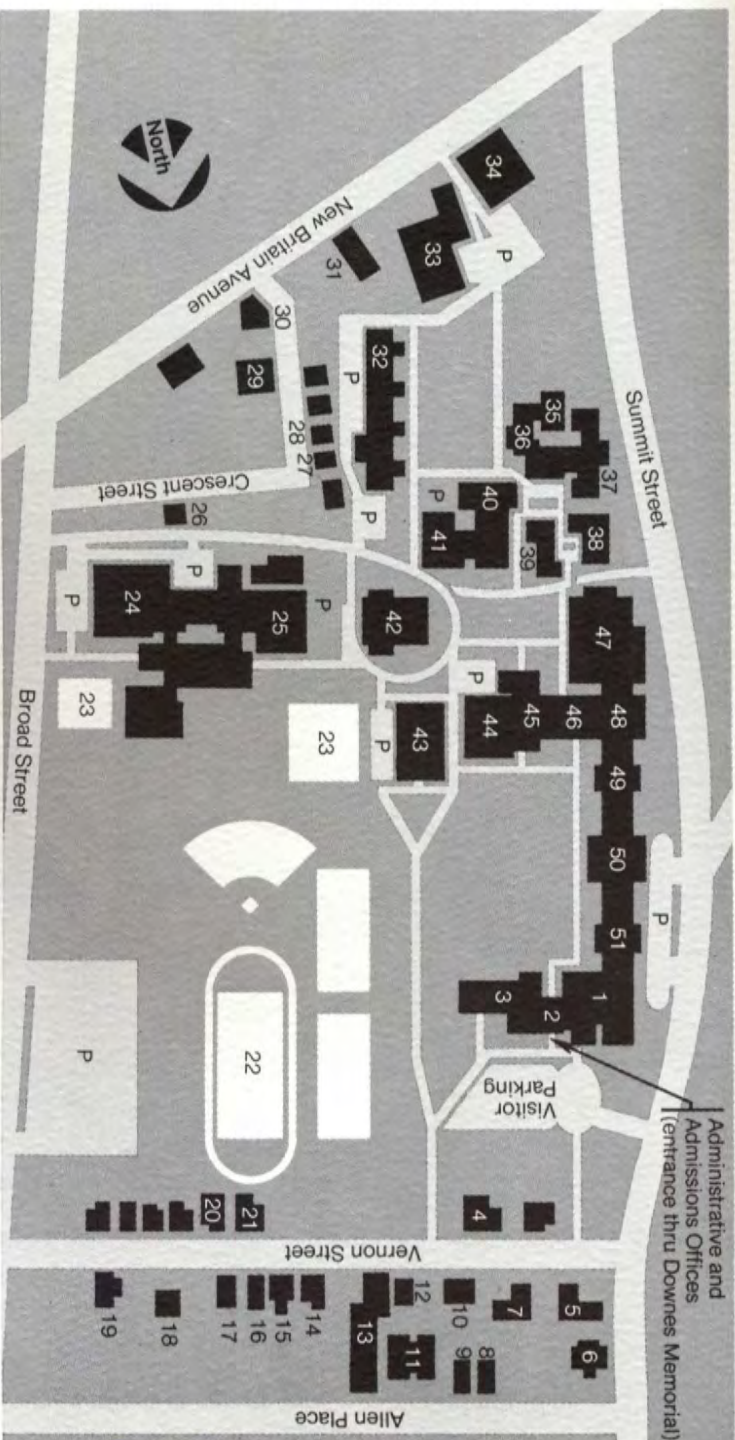
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Administrative and
Admissions Offices
(Entrance thru Downes Memorial)



1. Williams Memorial (Administrative Offices)
2. Downes Memorial
3. College Chapel
4. President's House
5. Ogilby Hall
6. Delta Psi (St. Anthony)
7. Alpha Delta Phi
8. Allen West
9. Allen East
10. Alpha Chi Rho
11. High Rise Dormitory
12. The Black House
13. North Campus Dormitory
14. Delta Kappa Epsilon
15. Pi Kappa Alpha
16. 90-92 Vernon Street
17. 86-88 Vernon Street
18. 76 Vernon Street
19. 70 Vernon Street
20. Alumni and Public Information Offices
21. Psi Upsilon
22. Jesse Field
23. Tennis Courts
24. Memorial Field House
25. George M. Ferris Athletic Center
26. 30-32 Crescent Street
27. 78-80 Crescent Street
28. 82-84 Crescent Street
29. 111 Crescent Street
30. 194-196 New Britain Avenue
31. 216 New Britain Avenue
32. Albert C. Jacobs Life Sciences Center
33. Buildings and Grounds
34. CPTV Studio Building
35. Smith Hall
36. Jackson Hall
37. Wheaton Hall (Infirmary)
38. Elton Hall
39. Jones Hall
40. McCook Math-Physics Center
41. Halden Engineering Laboratory
42. Austin Arts Center (Goodwin Theatre)
43. The Library
44. Clement Chemistry Building (Kriebel Auditorium)
45. Goodwin-Woodward Dormitory
46. Cook Dormitory
47. Marbet Campus Center
48. Hamlin Hall
49. Seabury Hall
50. Northam Towers
51. Jarvis Hall
- P. Parking Areas

To the Trinity Student

THE HANDBOOK contains information about the non-academic aspects of life at the College, as well as certain academic information not in the COLLEGE CATALOGUE. It is designed to answer many questions which may arise about the operation of the institution. Students should thoroughly familiarize themselves with THE HANDBOOK'S contents. Each year THE HANDBOOK is revised and updated. The Office of the Dean of Students welcomes suggestions for changes in forthcoming editions.

Published by

Office of the Dean of Students

Trinity College

Hartford, Connecticut



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COLLEGE CALENDAR — ACADEMIC YEAR 1976-77

1976

Aug. 13	<i>Friday</i>	All bills for Christmas Term 1976-77 must be paid in full
Aug. 29	<i>Sunday</i>	Freshmen and other new students arrive. Meal ticket plan (7-day) begins with evening meal
Aug. 30	<i>Monday</i>	Residence halls open for continuing upperclassmen. Meal ticket plan (5-day) begins with breakfast
Aug. 31	<i>Tuesday</i>	Registration of upperclassmen
Sept. 1	<i>Wednesday</i>	Registration continues
Sept. 2	<i>Thursday</i>	Classes begin for the Christmas Term of the 154th Academic Year
Sept. 6	<i>Monday</i>	Matriculation Ceremony for all new students (Labor Day: Classes are held.)
Sept. 12	<i>Sunday</i>	Last day to drop meal ticket plan
Sept. 15	<i>Wednesday</i>	Last day to change courses
Sept. 25	<i>Saturday</i>	Rosh Hashana
Oct. 4	<i>Monday</i>	Yom Kippur
Oct. 4-6	<i>Monday-Wednesday</i>	Open Period — No classes for undergraduates
Oct. 22	<i>Friday</i>	Mid-Term
Oct. 22-24	<i>Friday-Sunday</i>	Parents Weekend

Nov. 1	<i>Monday</i>	Last day to apply for readmission for the Trinity Term 1977
Nov. 5	<i>Friday</i>	Last day to drop Christmas Term courses or to finish incomplete courses from previous semester
Nov. 5-7	<i>Friday-Sunday</i>	Homecoming/Reunion Weekend
Nov. 15	<i>Monday</i>	All arrangements and clearances from Office of Educational Services for Off-Campus Open Semesters and Academic Leaves of Absence for Trinity Term 1977 must be completed
Nov. 18-19	<i>Thursday-Friday</i>	Pre-Registration for the Trinity Term 1977. Any student planning voluntarily to withdraw for the Trinity Term should file a "Notice of Withdrawal" with the Registrar by this date
Nov. 23	<i>Tuesday</i>	Last day to elect to receive a letter grade in a course being taken Pass/Fail
Nov. 24	<i>Wednesday</i>	Housing Agreements and \$100 dormitory deposits due from students currently living off campus who wish to reside on campus during the Trinity Term 1977
Nov. 24	<i>Wednesday</i>	Thanksgiving Vacation begins after last class; evening meal is the last on the meal plan until end of vacation
Nov. 28	<i>Sunday</i>	Meal ticket plan resumes with evening meal
Nov. 29	<i>Monday</i>	Classes resume
Dec. 6	<i>Monday</i>	New applications for Financial Aid for the Trinity Term 1977 are due in the Financial Aid Office
Dec. 8	<i>Wednesday</i>	Last day of undergraduate classes
Dec. 9-10	<i>Thursday-Friday</i>	Reading Days
Dec. 10	<i>Friday</i>	Treasurer's Office mails bills for all students planning to enroll for the Trinity Term 1977
Dec. 13-18	<i>Monday-Saturday</i>	Final Examination Period
Dec. 18	<i>Saturday</i>	Evening meal is the last on the meal ticket plan
Dec. 19	<i>Sunday</i>	Christmas Term ends. All residence halls close at 5 p.m.
Dec. 19-Jan. 16	<i>Sunday-Sunday</i>	No food service; all residence halls closed
1977		
Jan. 3	<i>Monday</i>	All bills for Trinity Term 1977 must be paid in full
Jan. 16	<i>Sunday</i>	Residence Halls reopen at Noon. Meal ticket plan (7-day) begins with evening meal
Jan. 17	<i>Monday</i>	Meal ticket plan (5-day) begins with breakfast

Jan. 17-18	<i>Monday- Tuesday</i>	Registration for Trinity Term
Jan. 19	<i>Wednesday</i>	Trinity Term classes begin
Jan. 30	<i>Sunday</i>	Last day to drop meal ticket plan
Feb. 1	<i>Tuesday</i>	Last day to change courses
Feb. 14-18	<i>Monday- Friday</i>	Open Period — No Classes for undergraduates
Mar. 1	<i>Tuesday</i>	Last day to apply for readmission for the Christmas Term 1977
Mar. 11	<i>Friday</i>	Mid-Term. Spring Vacation begins after last class. Evening meal is the last on the meal ticket plan until after vaca- tion
Mar. 14	<i>Monday</i>	Financial aid applications (initial and renewal) are due in Financial Aid Office
Mar. 27	<i>Sunday</i>	Meal ticket plan resumes with evening meal
Mar. 28	<i>Monday</i>	Classes resume
April 8	<i>Friday</i>	Good Friday. Classes are held. Last day to drop Trinity Term courses or to finish incomplete courses from pre- vious semester
April 11	<i>Monday</i>	Applications for continuance of Trinity College financial aid for an Academic Leave of Absence due in Office of Ed- ucational Services
April 15	<i>Friday</i>	Housing contracts and \$100 dormitory deposits due. All arrangements and clearances from Office of Educational Services for Off-Campus Open Semes- ters, Academic Leaves of Absence and Exchanges must be completed
April 21-22	<i>Thursday- Friday</i>	Pre-Registration for the Christmas Term 1977. Any student planning voluntarily to withdraw for the Christmas Term should file a "Notice of Withdrawal" with the Registrar by this date
April 27	<i>Wednesday</i>	Last day to elect to receive a letter grade in a course being taken Pass/Fail
April 27-28	<i>Wednesday- Thursday</i>	Housing selection process
May 10	<i>Tuesday</i>	Last day of undergraduate classes
May 11-13	<i>Wednesday- Friday</i>	Reading Days
May 16-17	<i>Monday- Tuesday</i>	General Examinations for Seniors
May 18-25	<i>Wednesday- Wednesday</i>	Final Examination Period
May 25	<i>Wednesday</i>	Evening meal is the last on the meal ticket plan
May 27	<i>Friday</i>	Final Faculty meeting
May 29	<i>Sunday</i>	Commencement Exercises for the 154th Academic Year
May 31	<i>Tuesday</i>	All residence halls must be vacated by Noon

General Information

TRINITY COLLEGE, Connecticut's second oldest college, was founded in 1823 by a group of Episcopal clergy and laymen under the leadership of Bishop Thomas Church Brownell as a non-denominational liberal arts college for men. Trinity became coeducational in 1969. Information concerning the history of the College may be found in the Catalogue Issue of the *Trinity College Bulletin*.

The Campus

When you enter the campus from the parking area through the main arch in Downes Memorial Clock Tower you will pass beneath the President's Office. The entrance in the arch to the right leads to such administrative offices as those of the President, Admissions, Financial Aid, and the Dean of Studies. An information desk is located in the main hallway.

Leading from the arch to the left is a cloister which connects Downes Memorial with the College Chapel, an excellent example of Gothic architecture. Persons, events and activities of the life of the College are commemorated in the stained glass windows and the many remarkable carvings. In addition to the main Chapel, the building includes the Chapel of Perfect Friendship, the Crypt Chapel and the offices of the Chaplain. The south cloister of the Chapel opens on to the Funston Memorial Garden.

To the right of Downes is Williams Memorial. Here are the offices of the Dean of the Faculty, the Vice President, the Registrar, the Treasurer and Comptroller, the Cashier, the Business Office, the Dean for Educational Services, the Development Office, the Director of Personnel Services, Central Services, the office of the Director of Campus Security and some faculty members.

Turning left in front of Williams Memorial and proceeding down the Long Walk you have the seven sections of Jarvis Hall (1878), then Northam Towers (1881) and finally Seabury Hall (1878). Jarvis Hall and Northam Towers are dormitories. In addition to individual faculty offices, Seabury Hall contains classrooms, a dance studio, the offices of *The Tripod* and *The Ivy*, and the language laboratory.

Continuing down the Walk beyond Seabury you will find at the south end of the Quadrangle, Hamlin Dining Hall and the Faculty Club in Cook Lounge. Upstairs are the Cook-A Dormitories and the College Guest Room. The offices of the Dean of Students and the Director of College Residences are located beyond Cook Arch.

Before you enter the Cook Arch, you will see stairs on your right leading to a campus laundry. Turning to your left and walking straight, you will see Cook-B Dormitory which houses the campus radio station, WRTC-FM, Cook-C, the Woodward Dormitory and the Goodwin Dormitory and Lounge. Directly in front of you is the Clement Chemistry Building which adjoins Goodwin and contains the Kriebel Auditorium (Cinestudio).

The Library, located across Funston Court directly behind the Chemistry Building, contains approximately 550,000 volumes and houses Trinity's valuable 130,000-volume Watkinson Collection.

Passing through Bancroft Arch, which separates Goodwin Dormitory from the Chemistry Building, you will face the south portion of the campus.

On your right is William Gwinn Mather Campus Center. It contains a large student dining hall; a snack bar; student lounges; bowling lanes; Post Office; Bookstore; student lockers; headquarters for the Student Government Association and the Mather Board of Governors; other student meeting rooms; the Washington Room, a large assembly hall; and the Alumni Lounge.

To the south of Mather Campus Center are two dormitories, Elton Hall and Jones Hall. Beyond these dormitories are the Wheaton, Jackson and Smith Dormitories which house 250 students. The Medical Office is located in Wheaton Hall. Jackson Hall contains a campus laundry area.

The Hallden Engineering Laboratory and the McCook Mathematics-Physics Center are located to the left of Jones Hall as seen from Bancroft Arch. The Austin Arts Center forms the east side of the Quadrangle.

To the right of the Austin Arts Center and beyond the Hallden Engineering Laboratory are the Albert C. Jacobs Life Sciences Center, the Department of Buildings and Grounds and the studios of Connecticut Public Television station WEDH.

Beyond the Austin Arts Center are found the tennis courts and Trowbridge Memorial, housing the swimming pool, six championship squash courts and athletic offices.

Adjoining the eastern end of Trowbridge is the Alumni Field House, which provides facilities for many indoor sports. To the north and west of the Trowbridge Memorial is located the George Ferris Athletic Center.

Returning across campus from the Field House toward the Chapel, you will encounter the varsity baseball diamond, the field hockey and practice fields, the statue of Bishop Brownell on the left at the brow of the hill and, straight ahead, two fields for soccer and lacrosse. To their right is Jessee Field.

Beyond the Chapel on Vernon Street is the home of the President of the College. The office of Public Information and the Alumni Office are located at 79 Vernon, down the street from the President's home. A student residence is located at 90-92 Vernon Street.

I.K.A., a former fraternity at 70 Vernon St., houses faculty offices. X.T.X., a former fraternity at 76 Vernon St., houses the College Counselors, the Upward Bound Program and the Individualized Degree Program.

The fraternity houses, with one exception, are on Vernon Street. Situated on the corner of Vernon and Summit Streets is Ogilby Hall, a dormitory building including Haight Dining Hall.

Between Vernon Street and Allen Place are the North Campus Dormitory, the High Rise Dormitory, and Allen East and West. The High Rise Dormitory contains a campus laundry area.

Residence halls are also located at 194-96 and 216 New Britain Avenue, and at 78-80, 82-84 and 111 Crescent Street.

ALMA MATER

'Neath The Elms

'Neath the elms of our old Trinity,
'Neath the elms of our dear old Trinity,
 Oh it's seldom we'll meet,
 In the moonlight so sweet,
'Neath the elms of our old Trinity.

College days are from care and sorrow free,
And oft will we seek in memory
 Those days that are past,
 Far too joyous to last,
'Neath the elms of our old Trinity.

Then we'll sing to our old Trinity,
To our dear old Alma Mater, Trinity;
 We're together today,
 And tomorrow away,
Far away from our old Trinity.

'Neath the elms of our old Trinity,
'Neath the elms of our dear old Trinity,
 No more shall we meet,
 Our classmates to greet,
'Neath the elms of our old Trinity.

Augustus P. Burgwin '82



Charter of Trinity College

as Amended and now in Force

WHEREAS sundry inhabitants of this State, of the denomination of Christians called The Protestant Episcopal Church, have represented, by their petition addressed to the General Assembly, that great advantages would accrue to the State, as well as to the general interests of literature and science, by establishing within the State another Collegiate Institution; therefore,

I. *Resolved by this Assembly:* That Thomas C. Brownell, Harry Croswell, Elijah Boardman, Samuel W. Johnson, Birdsey G. Noble, Samuel Merwin, Nathaniel S. Wheaton, Elisha Cushman, Charles Sigourney, Thomas Macdonough, Richard Adams, David Watkinson, Ebenezer Young, Jonathan Starr, Jr., Nathan Smith, John Thompson Peters, Asa Chapman, Elias Perkins, John S. Peters, and Luther Loomis, and their successors be, and the same hereby are, constituted a body politic and corporate for ever, by the name of "THE TRUSTEES OF TRINITY COLLEGE," and by that name shall and may have continual succession hereafter and shall be able in law to sue and be sued, implead and be impleaded, answer and be answered unto, defend and be defended, in all courts and places whatsoever, and may have a common seal, and may change and alter the same at their pleasure; and also shall be able in law to take by purchase, gift, grant, devise, or in any other manner, and to hold any real and personal estate whatsoever; *Provided always,* That the clear yearly value of such real estate to be so acquired shall not exceed the sum of fifteen thousand dollars; and also that they and their successors shall have power to give, grant, bargain, sell, convey, or otherwise dispose of, all or any part of the said real and personal estate, as to them shall seem best for the interest of said College.

II. *Resolved,* That the said Trustees and their successors shall forever hereafter have full power and authority to direct and manage the Funds for the benefit of the institution, and also to prescribe and direct the course of study, and the discipline to be observed in the said College; and also to elect from their own number or otherwise, a Board or Committee, to be called the Fellows of the College, to whom they may commit the superintendence of the course of study and discipline; and also to select and appoint a President of the said College, and such Professor or Professors, Tutor or Tutors, to assist the President in the Government and education of the Students belonging to the said College, and such other officer or officers as to the said Trustees shall seem meet, all of whom shall hold their office during the pleasure of the Trustees; *Provided always,* That no President shall be dismissed by the Trustees, without

cause previously stated to him in writing, and a full opportunity allowed him for his defence, and by the concurrence of at least two-thirds of the Trustees; and *Provided further*, That no Professor, Tutor, or other assistant officer shall be eligible to the office of a Trustee.

III. *Resolved*, That any five of the said Trustees, lawfully convened as hereinafter directed, shall be a quorum for the dispatch of all business except for the disposal of real estate, or for the choice of a President, or for the election of Trustees, for either of which purposes there shall be at least a majority of the whole number of Trustees.

IV. *Resolved*, That the President of the College shall always be, *ex officio*, a member of the Board of Trustees; and that a Secretary of the Board shall be elected by the Trustees, to hold office during their pleasure.

V. *Resolved*, That the said Trustees shall have power to meet from time to time upon their own adjournment, and so often as they shall be summoned by their Chairman or President, or, in his absence, by the Senior Trustee, whose seniority shall be accounted according to the order in which the said Trustees are named in this act, and shall be elected hereafter; *Provided always*, That the said Chairman, or President, or the Senior Trustee, shall not summon a meeting of the Corporation, unless required thereto in writing, by three of the members; and *Provided also*, That he cause notice of the time and place of said meeting to be given in such manner as the Trustees shall in their by-laws prescribe.

VI. *Resolved*, That the said Trustees and their successors shall have power and authority to grant all such literary Honors and Degrees as are usually granted by any University, College, or Seminary of learning in this State, or in the United States; and in testimony of such grant, to give suitable Diplomas, under their seal and the signatures of the President and Secretary of the Board, which Diplomas shall entitle the possessors respectively to all the immunities and privileges which, either by usage or by statute, are allowed to possessors of similar Diplomas from any other University, College, or Seminary of learning.

VII. *Resolved*, That the said Trustees and their successors shall have full power and authority to make all ordinances and By-Laws which to them shall seem expedient, for carrying into effect the designs of their Institution; *Provided always*, that such ordinances or By-Laws shall not make the religious tenets of any person a condition of admission to any privilege in the said College, and that no President or Professor or other officer shall be made ineligible for or by reason of any religious tenet that he may profess, or be compelled, by any By-Law or otherwise, to subscribe to any religious test whatsoever; and *Provided also*, that none of the By-Laws as aforesaid shall be inconsistent with the Constitution and Laws of the State, or with the Constitution and Laws of the United States.

VIII. *Resolved*, That the Funds which may at any time belong to the Institution now incorporated, shall enjoy the like exemptions from taxation, and the Institution itself, and its officers, shall enjoy the same

privileges and exemptions, as have already been granted, or may hereafter be granted to Yale College, its officers, and its Funds.

IX. *Resolved*, That whenever Funds shall be contributed or secured to the said College, to the amount of Thirty Thousand Dollars, and not before, the Trustees may proceed to organize and establish the said College in such town in this State as they shall judge most expedient.

X. *Resolved*, That notwithstanding any provision heretofore contained in the Charter of The Trustees of Trinity College or the Standing Rules of the Board of Trustees of Trinity College, the following provisions dealing with the Board of Trustees of Trinity College shall govern the number, term of office, and manner of election of the Board of Trustees of Trinity College:

SECTION 1. The activities, property and affairs of The Trustees of Trinity College, a corporation specially chartered by the General Assembly, shall be managed by a Board of Trustees of not less than twenty nor more than twenty-seven persons, including the President of the College while in office.

SEC. 2. The present persons who have been elected to serve for life as Trustees of Trinity College, and the President while in office, shall be Charter Trustees of Trinity College, together with such other persons as may be elected under the provisions of Section 8 of this Article.

SEC. 3. The Trustees may by majority of votes of the Trustees present at a meeting duly warned at which a quorum is present elect not more than eight persons to serve as Term Trustees for such term of not more than eight years from the date of election as said Trustees may prescribe. The Trustees may fix a retirement age for Term Trustees upon the attainment of which the term of office of any such Term Trustee shall end, and may provide a limitation on the number of terms for which Term Trustees may be re-elected.

SEC. 4. Trustees Emeriti may be elected by the Board of Trustees in accordance with such provisions as may be prescribed by the Trustees. The number of such Trustees Emeriti shall be at the discretion of the Trustees, and shall not be counted in the membership limitations of the Board as set forth in Section 1.

SEC. 5. The present persons who have been elected to serve as Alumni Trustees shall be Alumni Trustees of Trinity College, together with such other persons who may be elected from time to time as herein-after set forth. From and after the day next preceding the public Commencement Day in the year 1968, there shall be not more than six Alumni Trustees.

SEC. 6. Any person shall be eligible to serve as an Alumni Trustee who has the qualifications required for voting for that office as set forth

in Section 7 hereof, and whose class has for a period of at least five years been admitted to a degree in Trinity College.

SEC. 7. All persons who have been admitted to any degree in Trinity College and all persons who have matriculated at Trinity College in a class which has been admitted to a degree and who no longer are in undergraduate status at Trinity College, may, on the day next preceding the public Commencement Day of said College in the year 1962, and on the day next preceding each subsequent Commencement Day, cast their votes for an Alumni Trustee of said College, and the person for whom a plurality of such votes which shall on each of these days be cast shall be an Alumni Trustee during the following six years; if the same number of votes is cast for each of two or more persons, one of them shall be designated by lot conducted by the Board of Trustees to be such Alumni Trustee. The Board of Trustees may provide for the election of more than one Alumni Trustee on the day next preceding the public Commencement Day in the year 1962, or in any year subsequent to the year 1962, in which event any Alumni Trustee other than an Alumni Trustee elected for a term of six years shall be elected for such terms not in excess of five years as may be determined by the Board of Trustees of Trinity College.

SEC. 8. The Board of Trustees, by a majority of votes of those present at a meeting duly warned at which a quorum is present, may elect, upon the death or other vacancy of the place of any Term Trustee, another in his stead. Vacancies of any Charter Trusteeship may be filled in the same manner as that of a Term Trusteeship, except that no such vacancy may be filled until the total number of Charter Trustees is less than 12, at which time said vacancies may be filled only to the extent that no more than 12 Charter Trustees shall be on the board. Any vacancy of the place of any Alumni Trustee shall be filled by election on the day next preceding the public Commencement Day after such vacancy and in the manner set forth in Section 7 hereof. The Board of Trustees may make and declare vacant the seat of any Charter, Term or Alumni Trustee who shall absent himself for any term of two years or from any four successive meetings duly notified.

SEC. 9. The Board of Trustees may establish, and at its pleasure alter, rules and regulations as to the manner in which votes shall be cast, and such other rules and regulations as it may deem necessary to carry into execution the provisions of this resolution.

Be it further *Resolved*: That any provisions of the Charter of The Trustees of Trinity College or of the Standing Rules of the Board of Trustees inconsistent with the foregoing resolution shall be suspended for such time as said resolution remains in effect.

Approved May, 1823, Vol. 1, Special Acts, State of Conn., Page 468

Amended May, 1845, Vol. 2, Special Acts, State of Conn., Page 67

Amended June 23, 1857, Vol. 5, Special Acts, State of Conn., Page 79

Amended March 21, 1883, Vol. 9, Special Acts, State of Conn., Page 739

Amended March 7, 1889, Vol. 10, Special Acts, State of Conn., Page 809

Amended April 14, 1962, Vol. 21, Page 806, Secretary of State's Records of Specially Chartered Corporations

Amended April 13, 1971, Vol. 24, Page 371, Secretary of State's Records of Specially Chartered Corporations

Amended October 7, 1972, Vol. 25, Pages 29 and 30, Secretary of State's Records of Specially Chartered Corporations



Advisory Services

There are several administrative officers who are directly responsible for the welfare of Trinity's students. Some of these the freshmen will come to know during their first few weeks on campus. Others they will come to know when they need advice or help in specific areas.

Vice President of the College

The Vice President of the College is Thomas A. Smith. The Vice President supervises and coordinates the work and planning of the following offices: Buildings & Grounds, Career Counseling, College Counselor, Dean of Students, Security, and Student Services. Mr. Smith is available to consult with individual students or with student groups. His office is in Williams Memorial.

Office of Dean of Students

This Office concerns itself with student relations within the student body and with student relations to the institution and its non-student subdivisions. It seeks to encourage the development of an environment in which academic pursuits can be conducted freely and with dignity and in which each student's non-academic interests can be directed toward educational ends.

Pursuant to its responsibility for the student's overall intellectual and social development, the Office provides academic counseling and help with personal problems not requiring the services of a clinician. It also administers the Medical Office, the Student Health Insurance Program, and the Administrative Procedures in Matters of Discipline and Dispute, as well as conducting such programs as the orientation of new students.

Within the Office of the Dean of Students is the Director of Residence Halls. The Director administers the residence halls and residence hall programming, coordinates the Resident Assistant program, and operates the student and staff identification system.

The Dean of Students is David Winer, the Assistant Dean is Mohamed J. Jibrell, and the Director of Residence Halls is Elinor Tilles. Their offices are in Hamlin Hall.

Director of Student Services

Within the Office of the Dean of Students the Director of Student Services is responsible for the services and programs in the Mather Campus Center. He is also the administrator who works most closely with extracurricular organizations and activities.

The Director oversees the operation of the food service, the Post Office, the Bookstore, the bowling lanes, the print shop, etc. He advises student organizations and is available to help groups of students who wish to initiate new extracurricular programs. He is also available to students for counseling on problems of a personal nature.

The Director of Student Services is M. David Lee, who maintains his office on the second floor of Mather Campus Center. Jeff Wilson is Director of the Saga Food Service, and Verlen Kresin is Manager of the Follett Trinity College Bookstore.

Director of Master Calendar & Special Events

The Director of Master Calendar & Special Events coordinates the scheduling of lectures, receptions, parties and other events using College facilities. Requests for catering, such as coffee hours or special dinners, should be addressed to the Director, as should all requests for reserved space in the Mather Campus Center and all other College buildings.

The Director of Master Calendar and Special Events is Janice O. Burr, whose office is located in the Mather Campus Center.

Dean of Studies

The Dean of Studies is primarily concerned with the academic program of the College in its relationship to students and faculty. In addition to overseeing various aspects of the curriculum and curricular development, he is available to discuss with undergraduates their academic expectations and performance and questions of curricular policy. The Dean of Studies is J. Ronald Spencer, whose office is in Downes Memorial.

Assistant Dean of Faculty & Adviser to the Freshman Class

The Assistant Dean of Faculty and Adviser to the Freshman Class works with students and faculty on such matters as admissions and financial aid policies. He is responsible for the development and administration of an integrated program of academic support and counseling for freshmen and, in cooperation with the Freshman Seminar Coordinator and the Dean of Studies, he oversees the freshman-year course of study. He is available to counsel individual freshmen on their academic problems and progress. The Assistant Dean of Faculty and Adviser to the Freshman Class is John Waggett, whose office is in Williams Memorial.

Dean for Educational Services

The Dean for Educational Services, Robbins Winslow, is responsible for working with students who propose to study abroad (including Junior Year Abroad), at another American institution either within or beyond the 12-College Exchange Program, at the Barbieri Center/Rome Campus or on an Open Semester. He is Trinity's representative to the Institute of European Studies, the Greater Hartford Consortium for Higher Education, the Washington Semester Program, and the College Venture Program. He coordinates the exchanges with the University of East Anglia in England, the University of Puerto Rico, and Trinity College in the Philippines. He is responsible for helping students prepare Individually Tailored Interdisciplinary Major proposals and for the registration of those who wish to enroll for Chinese language courses at Central Connecticut State College.

Dean Winslow's office is on the first floor of Williams Memorial, and he maintains a reading room with information on many off-campus and overseas programs. The Dean for Educational Services is also responsible for fellowship nominations (including the Watson Fellowships), Honors Day, preparation of the academic calendar, and considering applications from and advising incoming exchange and visiting students.

Registrar

The Registrar, Ralph L. Maddry, and the Assistant Registrar, Joanne M. Miller, maintain student records and direct registration, mid-year and final examinations. Students who wish to enroll in courses at other institutions within the Greater Hartford Consortium (including music

courses at Hartt College) or who wish to commute to Wesleyan or Connecticut College to take a course should make arrangements through the Registrar's Office. Students who plan to Voluntarily Withdraw (those transferring to another school, taking a non-academic Leave of Absence, or leaving college completely) are to give the Registrar written notice on a form provided by him for that purpose. The office of the Registrar is in Williams Memorial.

Director of Career Counseling

The Director of Career Counseling is available to students and alumni/ae to discuss all aspects of career planning. A vocational interest inventory may be taken free of charge. The office handles part-time off-campus and summer jobs, and supplies application blanks for graduate school admissions tests, civil service exams, Peace Corps, etc. The office maintains a vocational library with occupational information and graduate and professional school catalogues. Representatives from graduate schools, businesses and government agencies visit the Career Counseling Office to talk with students. The Director of Career Counseling is Christopher J. Shinkman and the Assistant Director is Jean M. King.

Advisory Committee for the Health Professions

The Advisory Committee for the Health Professions counsels students about careers in medicine, dentistry, veterinary medicine, hospital administration and related fields. The Committee serves as the liaison between Trinity and the various professional school admissions committees by forwarding letters of recommendation and other information about the applicants. The Committee cannot guarantee admission to professional schools. Freshmen considering the health professions should consult with one of the members of the Committee regarding course selection. They are Professor Edward Bobko of the Chemistry Department, Professor Richard Crawford of the Biology Department, Professor Karl Haberlandt of the Psychology Department and the Director of Career Counseling, Christopher J. Shinkman.

Pre-Law Advisory Committee

The Pre-Law Advisory Committee counsels students on procedures for applying to law schools and on the choice of law school programs. Members of the Committee are Professor Thomas Reilly of the Political Science Department, Professor Edward Sloan of the History Department, Thomas Lips, the Director of Institutional Affairs, and the Director of Career Counseling, Christopher J. Shinkman.

Advisory Committee for Management Study

An Advisory Committee on Management Study has been established to assist students who plan to apply to schools of business and/or management. Members of the Committee are Professor Ward Curran of the Economics Department, Professor George Doten of the Psychology Department, Professor Richard Scheuch of the Economics Department and the Director of Career Counseling, Christopher J. Shinkman.

Pre-Architecture Advisory Committee

Trinity College does not offer a major specifically designated as preparation for graduate study in Architecture, Planning, Urban Design, Landscape Architecture, and other related design areas. However, gradu-

ates of the College have entered programs of this nature and are practicing professionals in these fields, although they have sometimes had to do further work on the undergraduate level before proceeding to graduate programs.

A Committee of faculty has been chosen to aid students in planning for work leading toward the design professions. They include Professor Andrew Gold of the Urban & Environmental Studies Program, Professor Judith Rohrer of the Fine Arts Department, Professor Harvey Picker of the Physics Department, Professor David Woodard of the Engineering Department and the Director of Career Counseling, Christopher J. Shinkman.

College Counselors

The College Counselors, Dr. George C. Higgins and Dr. Randolph M. Lee, have special training and experience in dealing with emotional problems and are available to all students who desire assistance in coping with personal and emotional difficulties and social relationships. In addition to personal counseling, opportunities are available for group counseling and discussion, and, where appropriate, psychological testing.

Both Dr. Higgins and Dr. Lee are licensed by the State of Connecticut as clinical psychologists, and all contact with them, both formal and informal, is legally confidential. According to both Trinity College policy and federal law, information and material gathered by the Counseling Staff are available only to the counseling staff and will not be transmitted to anyone inside or outside the College without the written consent of the student.

In addition, the counseling office staff includes a Counseling Intern, who is also available to all students. The intern is an advanced graduate student with training in dealing with emotional problems. Under the supervision of the College Counselors, contact with the Intern is also entirely confidential.

Chaplain

The Reverend Dr. Alan C. Tull, College Chaplain, is available for conversation or confidential counseling with any student at any time. Chaplain Tull may be reached in his office adjoining the Chapel garden or at his residence, 86 Vernon Street, Apt. #2.

Medical Office

The Medical Office is on the first floor of Wheaton Hall. It is licensed by the State of Connecticut as an infirmary and has beds for nine in-patients.

Dr. Mark W. Izard, the Medical Director, visits the Medical Office at approximately 1:00 p.m., Monday through Friday, and is on call for medical emergencies the remainder of the day and night, as well as weekends.

Monday through Friday a nurse is on duty in the Medical Office around the clock, except for the evening mealtime (6-7 p.m.). A nurse is also in the Medical Office for four hours each weekend, according to a schedule posted at the Office. The remainder of the weekend a nurse is "on call" at her apartment on the campus and may be contacted by calling the Mather Campus Center Front Desk (527-3151).

A weekly gynecological clinic is held at the Medical Office. Appointments should be scheduled in advance through the nurse on duty. The clinic is staffed on a rotating basis by Drs. Donato Palermino, Lawrence Malinconico and Lloyd Roberts.

In an emergency, prompt notification of parents is made; but if parents cannot be reached, College authorities reserve the right to act as seems best for the welfare of the student concerned.

A Medical Advisory Panel, composed of three elected undergraduates, advises the Medical Director, the Dean of Students and other College officials about matters of mutual concern in the provision of medical services.

Student Accident & Health Insurance

Any student who pays the General Fee is automatically covered by an Accident and Health Insurance Plan during any semester for which this fee is paid. The Plan is underwritten by the Aetna Life & Casualty Co. of Hartford. Coverage can be extended to the summer months by payment of an additional fee directly to Goodwin, Loomis & Britton, Inc., of Hartford, the agency which administers the policy. Prior to the start of the academic year each student receives a brochure detailing the benefits of the insurance plan. Additional copies of the brochure are available from the Office of the Dean of Students.

Claims for benefits must be made on forms obtainable at the Medical Office in Wheaton Hall. Such claims should be filed immediately when possible, and in no instance later than 20 days after the date of accident or commencement of illness.

Physical Examinations

All entering and re-entering students will be required to submit the completed prescribed medical examination form.

All intercollegiate sport team candidates will be screened each year by the college physician.

It will be the implied responsibility of each student to determine his or her contraindications for participation in club, intramural, physical education, and recreational sport activities.

Financial Aid

The Office of Financial Aid is located in Downes Memorial. The Director, John Taylor, and the Assistant Director, Kristina Dow, administer all scholarships and loans and refer students to on-campus employment. They act as counselors for all students in financial aid matters.

Director of Campus Security

Alfred A. Garofolo, Director of Campus Security, has his office in Williams Memorial, Room 112. He is available there weekdays from 9 a.m. to 5 p.m. Earl Moffatt, Assistant Director of Security, is available most evenings. Evenings and weekends security officers can be reached by calling the Mather Campus Center Front Desk.

Security officers stand ready to assist in almost any serious emergency, and they should also be notified in the event of offenses against persons or property on the campus.

In a serious emergency, should a security officer not be immediately available, it is recommended that the Hartford Police Department be notified by telephone (522-0111).

Drug and Alcohol Effects

The College Counseling Office has a number of pamphlets and research reports available on the effects of alcohol and the so-called "student drugs." These are available for students to peruse or borrow if they want further information about alcohol and other drugs such as marijuana, LSD, psilocybin, mescaline, etc.

Attitudes about student drug usage are very polarized at the present time in this country. On the one hand, many look upon the use of drugs by students as a form of pernicious evil which threatens to debilitate and destroy all of the youth of the country. On the other hand there are those who feel the use of drugs leads to states of "cosmic joy" and "mind expansion" which are higher quality human experiences than any other experiences available to man. The observations of student drug use by the Counselors at Trinity College confirm neither view.

It seems important to point out to students that in our experience in the counseling office, while there have been individuals who firmly believe that their lives have been enhanced immeasurably by the use of drugs, it is still clear that there are precise dangers inherent in drug use.

In the recent past there have been at least a dozen individuals who have had prolonged psychological disturbances precipitated by the use of marijuana. We have observed a number of students who have suffered acute psychotic episodes and other serious psychological disturbances for a period of time after using such drugs as LSD and mescaline, or after excessive abuse of alcohol. Many have had to enter into ongoing intensive therapy; a few have had to be hospitalized and some of these for periods ranging up to a year or more.

It may be true (although no one knows for certain) that such psychological disturbances are due not to drug use *per se*, but to the personality of the drug user. But the central point is that the drug user who is so affected never knows prior to using the drug that he has such a personality predisposition. The grave problem is that once such a psychological condition exists, cessation of the drug does not cure it.

One other observation should be made about the use of "psychologically active" drugs and addictive narcotics such as heroin. It is the belief of the Counselors that there is some evidence of the possible presence of diffuse irreversible brain damage in some people who have used drugs in large quantities over long periods of time or who have used especially "strong" drugs. One of the problems with all use of non-commercially manufactured drugs that any user should be aware of is that there is no guarantee of the quality, nature of the substance, or quantity of the drug used. For example, such additives as rat poison, insecticide, and strychnine have been found in what purport to be innocent doses of marijuana.

The college physician has emphasized the extreme medical hazards of self-prescribed "antidotes." Because the human metabolic system is a complicated mechanism, with many individual variations, it cannot always be accurately predicted how a given drug will affect a given individual. Hence, there is always a danger that additional medication will compound medical problems. Adverse interactions of the original drug and its alleged antidote(s) occur frequently, thus converting minor medical problems into major hazards. The possibility of acute respiratory depression

and circulatory collapse is greatly heightened when an alleged antidote is added to other drug-induced states. Death can occur. Or, to phrase it differently, when the initial drug causes an adverse reaction, subsequent medication multiplies the risk. Thus "bad trips" deserve professional management rather than "home remedies."

More recently, and with the relative decline in the use of the so-called "harder drugs" (mescaline, LSD, etc.), the College Counselors have observed an increase in the frequency of severe psychological and physical problems associated with excessive use of alcohol. The frequency of alcoholism on college campuses has increased noticeably. It should be emphasized that alcohol addiction is as potentially dangerous as other drug addiction and can lead to fatal physiological deterioration and disease.

In summary, many students will be confronted by the need to make decisions on drug and alcohol usage; they should be aware that there are risks involved and that these risks should be considered with the advantages which they expect to receive from drug usage. The College Counselors are available to all students at any time for strictly confidential counseling concerning problems with drug use.



Student Life

STUDENT FACILITIES

College Residence

Trinity is primarily a residential college, although no student can be guaranteed on-campus housing throughout his or her four years at the College. The daily associations of student with student and student with faculty are an important part of the educational process at Trinity. It is to this end and that of the well-being and safety of the College community that the following provisions for college residence have been made.

Rooms are assigned to freshmen by the Director of College Residences in cooperation with the Office of Admissions. Upperclassmen select their rooms according to a priority system which gives seniors first choice, juniors second, and sophomores third. Permission to change rooms must be obtained from the Director of College Residences. Dormitory rooms are available for occupancy at the beginning of Freshman Week.

Basic furnishings are provided in dormitory rooms. Students may make arrangements with the telephone company for telephone installation.

Existing building and occupancy regulations imposed on the College by the State of Connecticut and the City of Hartford stipulate that all decorative wall coverings must be rendered "flame resistant." If decorative wall coverings have been rendered flame resistant, the owner should have a dated certificate of flameproofing or evidence of the material used in the process. Cooperation by dormitory residents is necessary in order to permit the College to operate its multiple occupancy dwellings.

Students are urged to lock their rooms at all times. The College cannot accept responsibility for loss or damage to students' property. A security officer will assist students who are locked out of their rooms when janitors are not on duty. Lost keys can be replaced through the Director of College Residences.

Rooms should be kept reasonably clean and neat. Particular effort should be made to leave rooms in good order prior to departure for vacations and at the end of the academic year. All rooms are checked at the end of the year, and occupants will be charged for damages and any excessive clean-up which is necessary.

Bicycles must be parked outside in racks provided. They may not be brought into or left in college buildings.

Students are not allowed on roofs of the buildings.

Solicitors, canvassers, salesmen, peddlers and unauthorized persons are not permitted to enter the college buildings. Students should not negotiate with such persons or admit them to their rooms, but should report their presence to a security officer or to an officer of the College. (See Student Business.)

Requests for repairs and other matters pertaining to college residences will be handled through the Director of College Residences and the Director of Buildings and Grounds.

Residence halls are closed for a period of time between semesters.

The deadline for vacating and cleaning dormitory rooms is the Monday following Commencement. Storage space is provided for the students' convenience, but the College assumes no risk. It is the student's responsibility that the fully identified article is actually placed in the storage area. Abandoned property will be subject to disposition by the College at the student's expense.

The Resident Assistant

The position of Resident Assistant offers an undergraduate student the opportunity to work with other students in a counseling, advising, and administrative capacity. The Resident Assistant works with the Director of College Residences and other administrative officers, and has some responsibility for the entire residence program with specific emphasis given to the student on the floor where he/she lives.

The Resident Assistant will be available to students within the residential unit. Each new student will be assigned to a Resident Assistant on or before the day of arrival in September.

The Resident Assistant will help orient students to the college environment and will attempt to answer any questions concerning the student's stay at the College.

HOUSING AGREEMENT

Academic Year 1976-77

An agreement between the undersigned, a student at Trinity College, and Trinity College to rent the undersigned accommodations, to be specified below, in the residence halls of Trinity College. This agreement will be in force only as long as the undersigned individual is enrolled as a student at Trinity College. *An individual terminated as a student will vacate the premises within 48 hours of the date of his/her separation.*

THE UNDERSIGNED RESIDENT AGREES:

1. To respect the rights of other residents to privacy and to the conditions necessary for study.
2. To pay half the annual rental for the accommodation before the start of each semester.
3. To remain in the assigned accommodation unless approval by the Director of College Residences to change to other campus accommodations is granted.
4. To take the accommodations as they are at the opening of the Christmas Term and to leave them in the same state and condition as reasonable use and wear will permit.
5. To make no alterations, including painting, without written consent of a Resident Assistant or of the Director of College Residences.
6. To reimburse the College for the cost of repairing any damages to the assigned accommodation, damage to or loss of furniture, and for a proportional share of the cost of repairing any damages done to multiple use facilities including collection costs when such damage or loss is caused by the resident(s) or their guest(s). The burden of proof is upon the resident, not the College.

7. To hold the College harmless for the loss, theft, or destruction of any personal property located either in the room or in a storage area.
8. To allow to reside in this accommodation those students assigned there by the College, occasional guests of the residents, and none others.
9. To allow the overnight accommodation of no more individuals than the capacity of the room as determined by the College at the time of room assignment.
10. To have no weapons, explosives, or fireworks in the residence halls.
11. To have no kitchen appliances, hot plates, heaters, or any units with exposed heating surfaces in the assigned accommodation unless such accommodation is provided with a kitchen.
12. To install no outside antenna, or other devices on the exterior of a residence hall.
13. To have no animals in residence halls.

THE COLLEGE AGREES:

- A. To maintain the residence halls in a reasonable state of repair.
- B. To supply custodial service for public areas.
- C. To have the accommodations available by August 29, 1976, for the Christmas Term and at least four days prior to the start of classes for the Trinity Term. Accommodations will remain open for 24 hours after the end of examination period each semester. The residence halls will be closed for a period of time between semesters.
- D. To allow residents the opportunity, within appropriate rules and procedures, to fill vacancies in their rooms.
- E. To notify residents of a particular room in advance, whenever possible, under normal circumstances, of the assignment of individuals to fill vacancies.
- F. To respect the rights of the residents to privacy, with the understanding that the College reserves the right to allow staff members to enter accommodations as outlined in the College Statement on the Privacy of Individuals.
- G. To bill the student for the entire year if he/she withdraws from college and reregisters in the same academic year.
- H. To release a resident from this Agreement with forfeiture of the \$100.00 Dormitory Deposit Fee if she/he terminates as a Trinity College student or enters an approved program of study requiring the resident to live off campus.
- I. To release a resident from this Agreement for appropriate reasons not covered by G or H above with the understanding that any such request is subject to approval by the Director of College Residences.

Any violation of this Agreement by the undersigned resident will allow the College to terminate the Agreement, take possession of the accommodation indicated below, and hold the resident responsible for the remainder of the rental.

The Chapel

Trinity is firmly committed to the position that religion plays an important role in the life of the College as well as in the full development of human life. Trinity College was founded by members of the Episcopal Church, and the Charter, granted May 16, 1823, provided that the College "shall not make the religious tenets of any person a condition of admission to any privilege in said College," whether as a student or teacher. From this beginning Trinity continues to be an independent college having this historic relationship with the Episcopal Church as well as a Chapel and Chaplaincy.

Founded in freedom, Trinity is proud that a diversity of religious affiliations exists in its student body. The College provides resources and an atmosphere where the religious dimension of life is taken seriously and examined. All its members may find Trinity not only a place for deepening their own faith as a part of the educational process but also a place where the educational process is confronted by the perspective of faith.

The College Chapel is both a part of Trinity College and also a Christian church maintained by an endowment provided by benefactors. It is under the jurisdiction of the Episcopal Bishop of Connecticut. The regular services of the Chapel, while deriving from many and often ecumenical sources, accord with the provisions and traditions of the Episcopal Church. Other Christian communities may use the Chapel on occasion for services; as determined by the Newman Chaplain, Roman Catholic Mass is celebrated on some Sundays in the Chapel.

Within the context of the Canon Law of the Episcopal Church the Chapel and its facilities are available to members of the College for baptisms, weddings, funerals and other special services. Marriages are solemnized in the Chapel by Episcopal clergy and follow the order of service of The Book of Common Prayer; clergy of other denominations can be invited to participate in the service. Either the bride or the groom must be a baptized Christian but it is not necessary for either to be an Episcopalian. In the case of previous marriages the canons provide for certain dispensations within the discipline of the Episcopal Church.

At the Eucharist in the College Chapel those persons who wish to respond to the service and to participate fully in the Eucharist are invited to do so, and this is not understood as a change in their own denominational allegiance.

The College holds certain of its own events in the Chapel, such as Matriculation and Honors Day. These services follow the College's own tradition, and hymns and prayers are non-denominational in character.

Many musical events take place in the Chapel and often use its fine organ. Occasionally the Chapel is used for dramatic productions and the showing of films.

The Undercroft of the Chapel is available for use by campus groups. The Hillel adviser has his office in this room and keeps office hours there one day a week. The piano in this room and the organs of the Chapel are available for practice under supervision of the music faculty.

The Chapel often joins campus religious groups in sponsoring such activities of common concern as lectures, Succoth brunches, discussions, etc. The Office of the Chapel tries to assist the religious groups wherever possible. A large portion of the offerings at Chapel services is given

to support the ecumenical work of the Greater Hartford Campus Ministry.

Weekday services are conducted by members of the College. On Sundays the Eucharist is celebrated at 10:30 a.m. The Chapel often brings prominent Christian thinkers and leaders to the campus to speak in the Chapel or elsewhere on campus.

All members of the College are invited to attend and participate in the services of the Chapel and to share the duties of acolytes, lay-readers and ushers. A student sacristan chosen from each class assists at all services.

The Trinity College Chapel is a community of commitment which witnesses and celebrates the religious perspective and raises the issues which it reveals in contemporary life. With the Trinity Hillel, Newman Apostolate and the Greater Hartford Campus Ministry the Chapel maintains the value for college life of commitment, questioning and conviction within a community and tradition.

Ferris Athletic Center

Use of the Ferris Center by all elements of the campus community and alumni has continued to exceed the College's most optimistic expectations. Programs involving neighborhood and disadvantaged youngsters have also been accommodated in the new facilities.

The Athletic Center is, however, experiencing serious problems in connection with its evening and weekend operation. Use of the facilities by a burgeoning number of unauthorized persons has resulted in two unfortunate consequences. First, there has been serious overcrowding so that Trinity students and faculty are often without play space; and second, there have been recurrent instances of malicious vandalism and theft. In the interest of preserving priority rights to these facilities, controls have been instituted upon admission to the Center on evenings and weekends. They are as follows:

1. The only door which will be open is the one facing west toward the walk up to the Austin Arts Center. This is the door which is immediately adjacent to the wrestling room, and below the locker room complex.
2. There will be a student worker at this door who will request identification of all who enter. Students must produce their ID cards, and faculty and administration members should show their Athletic ID cards. (Note: if any member of the faculty or administration has not received his or her Athletic ID card, we will issue one immediately upon notification.) No one will be admitted who cannot produce proper identification.
3. Faculty and administration members or students who wish to bring a guest may do so, but they must secure a special pass from the Physical Education Department in advance, and present it upon admission to the Center.
4. Faculty and administration members or students who wish to bring a group in at any time, including weekends, must make arrangements to do so through the Athletic Director's Office.
5. The special exercise room (weight room), wrestling room, steam rooms, and crew tanks will not be open for use on evenings and weekends.

6. Issue of locks, lockers, and towels will be limited to undergraduate students, faculty, and staff. Graduate students, upon payment of a \$50.00 fee, will also be entitled to the above privileges.

These measures are being taken not to discourage use of the Ferris Center, but rather to protect the rights of the campus community for optimum use and to minimize the need for added security costs.

The Library

The Library contains over 555,000 volumes and subscribes to 1400 periodicals. The building is air conditioned and has seating for about 400. The Watkinson Library on the third floor is a collection of special collections and rare books.

HOURS

The Library is open during term time Monday through Friday from 8:30 a.m. to 12:00 midnight; on Saturday from 9:30 a.m. to 12:00 midnight; on Sunday from 12:00 noon to 12:00 midnight. Special schedules are posted for vacations.

LOANS

The loan period is a minimum of one month and a maximum of two months. The date due stamp is set at the first of the month and remains set for the month (e.g. books borrowed in January are due on March 1).

Books may be borrowed for a semester for use in connection with a thesis or other research project by requesting this privilege at the Circulation Desk. The Circulation Department reserves the right to limit the number of books borrowed for this period by any one borrower.

Any book is subject to recall from any borrower for another reader. The former is allowed 7 days from the date of recall in which to return the book.

FINES

Fines for overdue books are payable at the Library when the books are returned. Failure to pay a fine at the time that it is due results in the fine continuing to mount to a fixed maximum until it is paid.

The fine for a stack book is 10¢ per day for each day overdue until the book is returned. If the fine is not paid when the book is returned, it increases at 5¢ per day until payment. The maximum fine for a stack book is \$5.00.

The fine for a closed reserve book, i. e. a two-hour or overnight reserve book is \$1.00 per hour for each hour overdue until the book is returned. If the fine is not paid when the book is returned, it increases at 50¢ per hour until payment. The maximum fine is \$10.00.

The fine for an open reserve book, i. e. a one- or three-day reserve book, is 25¢ per day for each day overdue until the book is returned. If the fine is not paid when the book is returned, it increases at 10¢ per day until payment. The maximum fine is \$10.00.

Fines are not initially chargeable to a student's General Deposit account. However, if a student allows a fine to run to the maximum charge

without making payment, it remains as a charge against him and is sent to the Treasurer's Office to be charged to his General Deposit at the end of the academic year.

FAILURE TO RETURN LIBRARY BOOKS

A student who fails to return overdue or "re-called" books receives two notices from the Circulation Department. Failure to respond to these notices results in a letter from the Librarian.

If a student still fails to fulfill his library obligation, the Registrar is requested to withhold his/her registration for the next semester. Transcripts will be withheld for graduating students until their library obligations are fulfilled. The diploma may be withheld for students with an inordinate amount of unreturned material.

LOST BOOKS

The replacement cost for an "in-print" book reported lost is the list price of the book plus a \$5.00 processing charge to cover the cost of re-ordering and re-cataloging the book. *The replacement cost for an "out-of-print" book reported lost* is \$15.00 plus a \$5.00 processing charge. Replacement costs may be charged against a student's General Deposit account.

LIBRARY ACCESS

Trinity's Library is the largest academic library in the Greater Hartford area and consequently attracts individuals not associated with Trinity College. Because of limited staff and space it is necessary to restrict access to the Library to members of the Trinity community. Students from member institutions of the Greater Hartford Consortium for Higher Education are admitted during the day until 4:30 p.m. Trinity students receive the same privileges at other Consortium institutions. Students from other schools and colleges are given reference privileges upon presentation of letters from their librarians explaining their needs, or upon payment of a reference fee. The reference fee is \$25 a year.

SECURITY

An electronic security system is in operation to insure that all books are available for the use of students. All materials must be properly charged out at the Circulation Desk. Failure to do so will cause the exit gate to lock.

USE OF OTHER LIBRARIES

Trinity students from Connecticut may use their home public library cards to borrow at Hartford Public Library under the Connecticut Program. Students from other states should consult the Lending Department at Hartford Public Library for borrowing privileges.

Reference privileges are available to Trinity students at Case Memorial Library (Hartford Seminary Foundation), Connecticut State Library, Hartford Public Library, Institute of Living Library, Hartford Graduate Center Library and University of Connecticut Health Center Library. Trinity students wishing to use other academic libraries should consult the Reference Librarian. In some cases a letter of introduction may be required.

INTERLIBRARY LOANS AND PHOTOCOPY REQUESTS

Interlibrary loan requests are limited to graduate students and those undergraduates writing theses or involved in other major research

projects. Photocopies will be obtained for undergraduates. The number of inter-library loans and photocopy requests is limited to two transactions per person at any one time. Any exception to these guidelines is made by the Librarian. The Library participates in a teletype network to facilitate interlibrary loans and photocopy requests.

There is no charge for interlibrary loans. The charge for photocopies received through the teletype network is 10¢ per page, \$1.00 minimum. Libraries not on the teletype network charge for photocopies according to their individual billing policies.

Information sheets describing Library policies in fuller detail and Library resources are available from the information stand in the Library lobby. In addition, the Library publishes a monthly Newsletter.

Study Areas

Study areas generally available throughout the night are located in Jones Hall Lounge, Elton Hall Lounge, and in the Ante-Crypt in the College Chapel. Students are expected to maintain these facilities in good order.

William Gwinn Mather Campus Center

Mather Campus Center is a focal point of student activity on the campus. The building is open from 7:00 a.m. until 1:30 a.m., except during vacation periods or when college is not in session.

The Master Calendar Office is responsible for scheduling all campus activities and special catering requests.

DINING FACILITIES

Meal tickets are available to all students. Dining hours in the dining halls are: Monday through Friday, 7:30 to 9:00 a.m., 11:30 a.m. to 1:15 p.m., and 5:00 to 6:45 p.m.; Saturday and Sunday, brunch is offered from 11:00 a.m. to 12:30 p.m., and dinner from 5:00 to 6:30 p.m.

Meal tickets are not to be honored during Thanksgiving Vacation, from the end of exams until the first day of the following semester, and during Spring Vacation.

A snack bar, the "Cave," is open from 8:00 a.m. until 11:00 p.m. Monday through Thursday; 7:30 a.m. to 10:00 p.m. Friday; 8:00 a.m. to 10:00 p.m. Saturday; and 10:00 a.m. to 11:00 p.m. Sunday.

The College Rathskeller is open evenings except during vacations and special holidays.

There will be no food service provided during Thanksgiving Vacation, during Christmas Vacation, and during the month of June.

Shoes must be worn in the dining halls, snack bar, and Rathskeller. Public Health Code Regulation 19-13-1342 states:

"No live birds or animals shall be allowed in any area used for the storage, preparation or serving of food, or for the cleaning or storage of utensils, . . . or in any other area or facility used in the conduct of food service establishment operations, provided guide dogs accompanying blind persons may be permitted in dining rooms."

LOST AND FOUND

Articles that are found may be turned in to the front desk at Mather Campus Center. All items are forwarded to the Director of Security.

Any thefts must be reported to the Director of Security. He can assist with insurance claims and in the notification of local law enforcement officials.

POST OFFICE

The post office, under the supervision of the Director of Student Services, is located on the lower level. The office is open for all postal services between 9:00 a.m. and 4:00 p.m., Monday through Friday. The post office is equipped to handle money orders, special delivery, certified, insured and registered mail, parcel post and the sale of postage stamps.

Mail arrives on campus at approximately 9:00 a.m. and 1:00 p.m. on Monday through Friday and 9:00 a.m. on Saturday. The outgoing mails are at 11:30 a.m., 12:15 and 3:00 p.m. on Monday through Friday; 5:00 p.m. Saturday from the mailbox in the basement of Mather Campus Center. Parcel post comes in only once in the morning, Monday through Friday, and is not delivered on Saturday. No general stuffing of mailboxes is permitted. Arrangements for special return boxes for questionnaires, volunteer work, etc., should be made with the Director of Student Services. General publicity for activities should be placed on the distribution table, Mather foyer.

Each student is assigned a postal box for the four-year stay on the Trinity campus. It is essential that all mail, parcel post and express be addressed in care of the postal box number, not the dormitory room.

THE FOLLETT TRINITY COLLEGE BOOKSTORE

The bookstore, on the lower level of Mather Campus Center, is regularly open on Monday through Friday from 9:00 a.m. to 5:00 p.m. During the first week of each semester, and on certain Saturdays, there are special hours. Check the weekly calendar.

The store is operated by Follett Corporation to make available the required textbooks and classroom supplies for all courses. These are supplemented by a selection of scholarly paperbacks as well as reference books, gifts and basic drug items. A wholesale book-buying service and the sale of used books will be offered through the year.

Checks up to \$30 may be cashed at the bookstore. ID cards must be shown. Any student cashing a "bad check" will *not* be permitted to cash any checks in the bookstore for the balance of the year.

BOWLING LANES

The bowling lanes are operated under the supervision of the Director of Student Services. They are completely automatic with Brunswick equipment. The lanes are open from 6:00 p.m. until 1:00 a.m. Monday through Friday and from 2:00 p.m. until 1:00 a.m. on Saturday and Sunday. The charge for bowling is 50¢ per string.

THE LAUNDRY

There are coin-operated laundromats open 24 hours a day in seven areas: Cook A, High Rise Dorm, Jackson Dorm, 90-92 Vernon Street, 194 New Britain Avenue, 216 New Britain Avenue, and 111 Crescent Street. A contract linen service is available; it supplies students with fresh sheets and towels in individual lockers.

CAMPUS SECURITY

Your Motor Vehicle on Campus

PARKING RULES, REGULATIONS, AND PENALTIES

Trinity College appreciates the cooperation and courtesy shown to one another by students, staff, faculty and friends who observe the established rules and regulations.

Rules and regulations have been put into effect to control the use of limited parking facilities and to eliminate inconvenience and dangers to members of the community.

Due to an ever increasing flow of traffic through the campus, students are requested to cooperate by keeping the use of motor vehicles on campus at an absolute minimum.

I. GENERAL: APPLICABLE TO ALL STUDENTS, ADMINISTRATION, FACULTY, STAFF AND VISITORS

1. All vehicles used on or in the immediate vicinity of the campus by students, faculty, administrators and staff must be registered with the Director of Campus Security of Trinity College and must display a college decal. Students must display one of two college decals — either a campus parking permit or an off-campus registration.

Registration is essential so that the Security Office can assist in cases of theft, fire, vandalism, motor vehicle accidents and in the control of traffic on campus. The Security Office may be unable to assist in such cases if the vehicle is not registered.

2. Each person using a vehicle on or near the campus should know and abide by the rules and regulations stated herein.
3. Trinity College assumes *no responsibility* for vehicles parked or operated on College property; the risk remains fully with the operator and/or the owner of the motor vehicle.
4. It should be understood that from time to time blocks of parking spaces will be reserved for special events.
5. Cars found abandoned or improperly parked or without state registration may be towed at the owner's expense.
6. One is responsible for on-campus parking of any vehicle registered in one's name even though it is driven by another person.
7. All personnel and students should respect the "Stop" signs which are installed on campus for the safety of pedestrians and for traffic control.
8. The speed limit on any College roadway is 15 M.P.H.

II. RESTRICTIONS: APPLICABLE TO ALL STUDENTS, FACULTY, ADMINISTRATION, STAFF AND VISITORS

1. Do not park on campus roads or driveways at any time.
2. Sidewalks, lawns, or cultivated areas are not to be used as roadways or as parking areas at any time.
3. Parking is forbidden at all times in delivery areas, loading platforms, service roads and *in front of any doorway or Fire Exit*.
4. Do not park under any archways, South Campus Lounges, or on any quad area, especially the Jackson-Wheaton Quad.
5. Do not park in such a manner that you are blocking other vehicles.
6. Motor vehicles must never be brought into any dormitory or any other college building.

III. FACULTY, ADMINISTRATION AND STAFF REGISTRATION

Faculty, administration and staff must register with the Director of Campus Security, Room 112, Williams Memorial, extension 264. They may park in any authorized parking lot.

IV. STUDENT REGISTRATION AND CAMPUS PARKING PERMITS

Student registrations and parking permits must be obtained each academic year prior to the first day of classes or within 48 hours of the time the car is brought to Hartford. If, for any reason, one must operate a vehicle that is not registered with Trinity College, he should contact the Security Office within 48 hours and give the necessary information so the vehicle will not be tagged for failure to register.

Campus parking permit decals may be obtained at the Office of the Director of Campus Security in Room 112 in the Williams Memorial Administration Building.

The fee for undergraduate campus parking permit is \$20 a year and is renewable in September of each academic year. Students obtaining a decal after the close of the first semester will be charged \$10 for the second semester.

Off-campus registration decals are issued for those who will use fraternity parking lots and to others who wish to use off-campus parking facilities near the College. Such vehicles *may not be parked* on any of the College owned parking areas at any time. The registration fee is \$2.00.

Due to lack of space the above restrictions must be observed, and the cooperation of all will make it possible for each motor vehicle owner in the Trinity community to have a suitable space in which to park.

In order to obtain a campus parking permit decal, the year, make, model and plate number of the vehicle is required. No decal will be issued until the fee is paid.

Failure to register will result in a \$15 fine.

Special students must also register with the Director of Campus Security in order to receive a campus parking permit. The registration fee is \$5.

Students enrolled in other institutions in the Greater Hartford Consortium — University of Hartford, St. Joseph College, Hartford College and the Hartford Graduate Center—whose vehicles are duly registered at that institution may park in designated student parking areas at Trinity College and are bound by the regulations applying to Trinity students. Wesleyan and Central Connecticut State College are also included. (See Student Parking, Section V.)

Trinity students taking courses at colleges in the Consortium with valid Trinity stickers may park in student areas in those institutions, providing they abide by the regulations of such institution. *Responsibility for knowing the regulations at other Consortium institutions rests with the student.*

Graduate and summer school students shall register with the Graduate Office in order to receive a campus parking permit. The fee is \$5.

Graduate and summer school and special students must follow the parking rules and regulations applicable to all students during the hours

of 8:00 a.m. to 5:00 p.m. daily. After 5:00 p.m. they may use any lot which is most readily available to them. (See Student Parking, Section V.)

A Trinity College motor vehicle campus parking permit decal will be issued upon registration and must be displayed on the lower right hand side of the front windshield or on the right front vent window.

Motorcycles, motorbikes, and scooters are defined as motor vehicles for the purposes of these regulations. (Note: They are also defined as motor vehicles by the State of Connecticut.) They should display the sticker on the rear fender.

Vehicles seen on campus and not bearing a Trinity parking permit decal will be checked with the state motor vehicle department to ascertain ownership.

All registration fees are applied to the construction, maintenance and improvement of campus parking areas and roads.

V. STUDENT PARKING

The following regulations are in effect year round whether the College is in session or not:

1. Registered cars may park at any time, 24 hours a day, only in the following authorized parking areas and within the designated white lines.
 - North Campus Lot, east of building
 - South Campus Lot, west of Buildings & Grounds
 - Field House Parking Lot, east and south side of building
 - Life Sciences Building, rear, south end
 - High Rise Lot, north side of building
 - Ferris Gym, west side
 - Broad and Vernon Street Lot
 - Allen East and Allen West Lot, rear
 - Wheaton Lot, south of Wheaton
 - Trowbridge Lot, south of swimming pool
 - Austin Arts Center, rear
2. No undergraduate student parking is permitted in the Chemistry or Library lots from 8:00 a.m. to 11:00 p.m. daily except Saturdays and Sundays. This area is highly congested and must be left open to handle special events on campus, evening classes and other evening affairs.
3. Registered cars may use all other lots except Chemistry and Library from 5:00 p.m. to 8:00 a.m. Monday through Thursday and from 5:00 p.m. Friday to 8:00 a.m. Monday.
4. No parking is allowed in the area around the Mather Campus Center. The roadway is closed to all except College-owned vehicles.
5. Students who wish to park on the city streets do so at their own risk and are subject to the parking laws and ordinances of the City of Hartford. One of the City's regulations is that there shall be no unreasonable parking on the City streets. (Three hours or more constitutes "unreasonable" parking.)

WARNING: The roadway in front of the Life Sciences Building is not an authorized parking area.

VI. PENALTIES APPLICABLE TO ALL PARKING ON CAMPUS

1. Failure to register or change registration	\$15
2. Speeding/reckless driving	10
3. Other improper driving	10
4. Failure to display decal	5
5. Blocking doors or violating fire laws	5
6. No parking/overtime	2
7. Other improper parking (e.g. wrong lot)	2
8. Parking on road/access area	2

All members of the Trinity College community are expected to familiarize themselves with the College Regulations in *The Handbook*, Section III, Regulations items #15 and #21 which pertain to serious or repeated violations of parking and driving regulations. Penalties apply to all members of the Trinity College community.

Payments are to be made in cash or by check to the Security Office. The indicated fine must be paid within 10 days of the dated violation. Responsibility for receipt of payment rests with the violator. Failure to pay within 10 days will double the fine and result in charges through the appropriate disciplinary mechanism.

Responsibility for prompt payment rests with the violator.

Students with unpaid fines outstanding at the end of any semester will not be permitted to register in courses for the following semester until their fines are paid. Seniors must pay their fines before graduation.

VII. APPEALS

Anyone questioning the validity of a parking violation may appeal to the Director of Campus Security. *The appeal must be made within 5 days of the dated violation* — Saturday, Sunday, and holidays excluded. Appeals denied by the Director of Security may be brought before a designated board.

VIII. REPLACEMENT OF PARKING DECAL — CHANGE IN VEHICLE USE

Any transfer of ownership such as purchase, sale, or exchange of a vehicle which bears a Trinity registration decal must be reported promptly to the Security Office.

If the registration decal is damaged or fails to adhere properly, it may be *exchanged* for another permit by applying at the Security Office.

Vehicles which change in class of use (e.g. staff or faculty vehicle which becomes student vehicle, special student vehicle which becomes a regular student vehicle, etc.) must have their registration changed with the Director of Security within 48 hours of the change. The fine for failure to change vehicle registration is \$15.

Personal Safety & Protection

The following policies and procedures are a guide for all who study and work at the College; please follow them and please help others do the same.

1. Never walk alone at night. Try to establish a buddy system; walk with someone.
2. Avoid dark, vacant areas and short cuts. If you are being followed, head quickly for lighted areas or toward a group of people. Stay near people.
3. Do not hitchhike and do not pick up hitchhikers. It is a very dangerous practice.
4. Never carry large sums of money. Establish a checking account. Local banks invite free checking accounts with a minimal savings deposit.
5. While driving, keep all doors locked and windows rolled up. When you stop for traffic lights or at intersections keep your car in gear. If threatened, blow the horn and drive away.
6. If you have car trouble, raise the hood and stay in the car with the doors locked. If strangers offer assistance, ask them to report your predicament to the nearest police or service station.
7. Don't leave valuables in sight in your car; lock all valuables in the trunk. Keep car doors locked. Take keys with you. Look in the car before entering.
8. If you remain on campus over holiday periods when most students are away, team up with another student. Try to ascertain who else is staying on the same floor.
9. Do not let strangers into your room. Keep your door locked at all times even if you are leaving the room for only a few moments. Identify a caller before you unlock the door. If unable to do so, ask the person to slip an ID under the door.
10. Elevators can be a source of trouble. It will be better to wait for an empty car rather than get on with a stranger.
11. Draw the shades after dark and NEVER dress or undress in front of windows.
12. It is difficult to know how best to respond in the face of a serious threat of violence. Confronted by such a threat, you must consider which of many possible responses seems most appropriate under the circumstances. Frequently a calm, passive, "cool" response puts off or disarms such a threat.
If actually attacked, your response will also depend on the circumstances. In some cases, a passive response has prevented a bad situation from becoming worse; in others, a violent reaction to violence has frightened off the aggressor. If compelled to resist an attack, do the best you can with your hands, feet, knees, and elbows, while screaming as loudly as possible to attract help.
Of utmost importance in averting the possibility of physical assault is not to run risks. This means avoiding dark and isolated areas in which an assault is possible; maintaining a safe distance from suspicious persons; and not opening the door to your residence before positively identifying the caller.
13. Keep your Police, Fire and Campus Security numbers handy. Call them on any crime or attempted crime; don't be afraid to report your suspicions. Emergency numbers are listed on the back cover of the College Handbook.

14. Report suspicious persons and unusual circumstances. Obtain a good description and if a vehicle is used jot down the state registration plate number, the make and the color of the car.
15. Use only your last name and initial on mail boxes, door plates or your listing in the telephone directory.
16. Solicitors are never allowed in dormitories or other College housing. For your own protection never buy from them.
17. Never prop any door open for someone who will be joining you later or while you leave for "just a minute." It takes less than 20 SECONDS to burglarize a room.
18. Keep your I.D. card handy; if you are asked to identify yourself, please cooperate.
19. Record the make, model and serial number of all stereo equipment, television sets, radios and other expensive items. Keep a description of other valuables, watches, rings, jewelry, etc. The Security Office has forms for "OPERATION IDENTIFICATION," and electric pen engravers to assist you in this procedure, and it's all free; it will only take a few minutes of your time.
20. Never leave purses or wallets lying around, especially when making a purchase on or off campus.
21. *If you have a motor vehicle, obtain a campus parking sticker and use the college parking facilities. Check your car at least once daily to ascertain that it's all right. If you come in late at night and park in one of our peripheral lots, use our "Escort Procedure."*
22. Enroll in our Self Defense and First Aid Courses.
23. *Do not* tamper with fire extinguishers or fire hoses, and do not prop open any fire doors.
24. Keep bicycles out of stairwells and hallways.
25. Read the instructions on "What to do in case of Fire," emergency information page in the *Handbook*.

Solon, the ancient law-giver of Athens almost 600 years B.C., was asked to name the most essential ingredient of the ideal community. He replied, "When those who have not been injured become as indignant as those who have."

Escort Procedure

The individual seeking an escort from a campus parking lot should contact the person on duty at the Mather Campus Center, and ask that a Security Officer be available for an escort. The person requesting the service must give name, make of car and registration number to the duty attendant. An ID card should be presented upon request of either Mather Center or the Security Officer. Mather Center will contact a Security Officer, ascertain how soon he will be available and relay this information to the student who is seeking an escort.

Others seeking escort service from one place to another on campus should call the Mather Campus Center extension 273 or 274 if a campus phone is being used or call 527-3151 on outside phones. The callers should identify themselves, give their campus location and their destination.

Mather Center will contact Security and advise the person requesting service how soon a Security Officer will be available.

NOTE: This is an escort service, not a cab service. The escort does not necessarily mean you will be transported by car.

THE BUSINESS OFFICE

(Payment of College Bills)

The Business Office is concerned with the handling of college bills, student emergency loans and student organization accounts. All inquiries about bills and fees should be made to this office on the first floor of Williams Memorial.

Term bills are payable on the dates shown on the College Calendar — approximately two weeks prior to the start of each semester. Supplementary and miscellaneous bills are payable within two weeks.

No student may receive his grades and course credits, degree, or an honorable dismissal until this office certifies that all his bills have been paid.

Student Businesses

Soliciting, buying and selling on the campus is open only to Trinity undergraduates who may act as agents of outside firms.

There are two groups of concessions: closed and open. (1) Closed — those which have such a limited market that one person is granted the right of monopoly. (2) Open — all other concessions which are general in nature. The question of open or closed concessions is left to the discretion of the Comptroller and the Director of Student Services.

These concessions are open solely to the Trinity College undergraduates.

Written permits must be obtained from the Treasurer's Office in order to conduct business. These permits must have the approval of the Comptroller and the Director of Student Services. Permits must be renewed annually. Failure to obtain a permit before conducting business or failure to adhere to the rules herein will result in administrative action. Concessions may not be sold.

Fraternities shall handle the problem of solicitation in any manner they see fit.

STUDENT GOVERNMENT

The following organizations form the basis for student government at Trinity. Most of the voting members of these organizations are elected by the undergraduate student body, but participation in each organization is not limited to elected students. The organizations are constantly seeking expertise and input from any interested student.

Student Government Association

The Student Government Association is composed of students elected at large as well as one student from each committee at the College on which undergraduates serve. The SGA deals with a broad range of issues relating to student life on the campus. It is interested in hearing from students who have recommendations for improving the educational value

of Trinity College. It oversees the operation of the following committees and is the centralized, representative body for student government on the Trinity College campus.

Twice yearly the SGA publishes a *Course Evaluation* as a guide to courses for both students and faculty.

Budget Committee

The Student Budget Committee, which reports directly to the SGA, is comprised of students elected by the student body; students appointed by the SGA; and representatives of the College administration. This committee sets policies and procedures for all recognized student organizations, and handles the daily operation of the Student Activities Fee and organization budgets, pending final approval of the SGA. The SBC also makes recommendations to the SGA concerning student activities which do not fall within this committee's jurisdiction. Information concerning the Student Activities Budget can be obtained from the Director of Student Services Office, or the Student Government Office.

Mather Board of Governors

The Mather Board of Governors is comprised of undergraduate students, elected by the student body, and the Director of Student Services, an *ex officio* member serving in an advisory capacity. The Board's purpose is to provide a balanced schedule of diverse social and cultural activities to meet the varied interests of the Trinity College community. It is a committee of the Student Government Association. The Mather Board of Governors welcomes ideas and help from the student body.

Mather Policy Board

The Mather Policy Board consists of five students elected by the student body and the Director of Student Services. The Board monitors the use of Mather Campus Center and other facilities with regard to extracurricular activities and formulates policy pertaining to such use, subject to the approval of the Student Government Association.

Student Government Office

The Student Government Association and the three committees listed above maintain an office in Mather Campus Center.

THE STUDENT ACTIVITIES FEE

The Student Activities Fee, which is collected by the College at the direction of the Student Government Association, is used to fund extracurricular organizations and activities. (See section on Student Organizations, below.) Proceeds of the Fee are controlled and disbursed by the Student Budget Committee.

It should be considered a privilege to receive money from the Student Activities Account. In order to provide for effective and efficient operation of the Student Activities Account, all organizations receiving funds are subject to the rules, regulations, and penalties established by the Student Budget Committee and the Student Government Association.

In the Spring of 1976, the Student Government Association set the Activities Fee at \$70 for the 1976-77 academic year. Four dollars (\$2 each semester) are allotted to the Connecticut Public Interest Research Group (ConnPIRG). This \$2 per semester may be refunded at the request of the student at the start of each term.

GUIDE TO SERVICES OF MATHER CAMPUS CENTER

I. USE OF COLLEGE FACILITIES

A. *Master Calendar and Policy:* With an average of over 3,000 events scheduled on campus each year, it is necessary to maintain a calendar of events (Master Calendar) at one location to coordinate all requests and to aid in avoiding, when possible, conflicts.

The Master Calendar Office is located in Mather Campus Center. All events, whether a meeting for six or a dance for six hundred, whether scheduled to be held in Mather Campus Center or anywhere else on campus, are to be cleared through the Master Calendar Office. Any request for food service, such as coffee hours or dinners, is handled at the Master Calendar Office as well. Check the Master Calendar *before* planning an event to see if the facility is available. Make reservations early. Scheduling is to be done Mondays through Fridays from 9:00 a.m. to 4:30 p.m.

Any club or organization may sponsor an activity on campus, depending upon the availability of a facility or other events already scheduled. When an organization plans an event, it should assign one student to be in charge of making all arrangements.

Most inquiries concerning activities from both members of the College and off-campus individuals are received by the staff of Mather Campus Center. Give all details (name of lecturer, title of event, special equipment needed, etc.) when scheduling the event. If an event is cancelled or postponed, notify the Master Calendar staff. All facilities must be left in good order.

The Master Calendar Office and the Director of Student Services in Mather Campus Center will aid in planning, presenting and evaluating all programs. Staff offices are located on the second floor of the Center.

B. *Types of Facilities Available:* The College offers a wide variety of facilities that are open for use. Check with the Master Calendar Office for assistance in selecting the best facility for your event.

Dormitory lounges are used primarily as study halls and social centers of dormitories. Normally these lounges cannot be reserved by clubs for closed meetings or activities. They may be used by groups within the dormitories for social activities. Planned programs should be listed at the Master Calendar Office to avoid conflicts and to enable the staff to answer inquiries. Events must be registered at Mather Campus Center at least *seventy-two* hours prior to the event. All indoor parties on campus in public areas and fraternity houses must end no later than 1:00 a.m. Outdoor concerts and parties must end no later than 11:00 p.m.

Some classrooms are available for meetings in the evening. Inquire about classroom use at the Master Calendar Office.

II. POSTAL SERVICES

A. *General Information*

1. Use postal box numbers on all inter-campus mail for students. Notify your friends, relatives, and magazine publishers of your box number.
2. Collect your own mail. Postal employees are not permitted to give mail to anyone but the addressee.

3. Local express companies will not deliver to individual dormitory rooms. Address such packages c/o postal box of student. The student is responsible for picking up such shipments in the post office.
4. Parcel Post delivery is made to the post office each morning. Notices will be placed in addressee's mail box.
5. Special Delivery mail arriving after the post office is closed will be delivered to the front desk of Mather Campus Center. The student on duty will make every attempt to notify the addressee. If the addressee is not reached, the mail will be processed through the College post office during regularly scheduled hours of operation.
6. Themes, term or test papers cannot be accepted for distribution through the campus mail unless put in an envelope and addressed.
7. When the College is closed for vacation or semester breaks, notify magazine and newspaper companies since the post office has no facilities to store newspapers or magazines. First class mail will be forwarded.
8. When going on Open Semester or the Exchange Program, notify all correspondents of the new address.

B. *Post Office Stuffing Policy*

1. No blanket stuffing of mail boxes is permitted. A distribution table on the first floor of Mather Campus Center should be used for flyers, publicity, etc.
2. Questionnaires or other notices that are to be filled out and returned to a certain individual cannot be handled by the post office unless the returning information is in envelopes with box numbers. Space is available at the Front Desk of Mather Campus Center to any student or organization for such returns. Make arrangements at the front desk.

III. PUBLICITY

A. *General Information*

1. All publicity, including posters and flyers to be posted in Mather Campus Center, should be left with the secretary in the Director's office on the second floor.
2. Since there are adequate bulletin boards and publicity facilities in Mather Campus Center, please refrain from posting anything on walls and doors throughout the building. This will help to limit damage to painted and stained surfaces. There is a minimum fine of \$5 per sign posted in Mather on any surface other than bulletin boards.
3. Because of the large number of activities and the amount of publicity required for them, there is a limit of three posters per activity in Mather Campus Center.

4. Special advertising requests that cannot be handled on existing space allotted for the use should be cleared with a staff member of Mather Campus Center *before* the project is begun.
5. Calendars of Events in Connecticut are posted on the Bulletin Board near the Front Desk.
6. The Public Information Office will be notified by the staff of Mather Campus Center of all events with the exception of general meetings. For any off-campus publicity, contact the News Bureau, Public Information Office. They are well equipped to help you, and they have a thorough knowledge of personnel and procedures for both local and non-local newspapers. Bear in mind the *capacity* of the facilities scheduled when determining whether or not to open an activity to the general public. The College community has first priority for all events.

B. *Bulletin Boards*: There are various bulletin boards in Mather Campus Center and throughout the campus.

With the large number of publicity requests, notices, etc., it has become necessary to allocate some bulletin boards in Mather Campus Center for specific purposes. This has been an aid to all students since posted material can be located easily at specific places throughout the building. It would be appreciated if all would cooperate by becoming familiar with the bulletin board scheme and would post material in the proper places. Since new material is posted regularly, please check bulletin boards as often as possible.

C. *Print Shop*: Poster making, ditto and duplicating services, including color reproduction, are available at the print shop located in the basement of Mather Campus Center. Completion of posters is guaranteed within seven days of the order, dittos within 24 hours, and duplicating services within 48 hours of the order.

The print shop operates on a "break-even" basis with the charges covering the cost of material and labor. To prevent unnecessary billing, only organizations that have money allocated from student activities funds to a College account, and College departments may charge for work done at the print shop. Please provide your account number when placing an order.

Read the section on "Publicity" and "Stuffing" *before* requesting these services.

IV. LOCKERS

Lockers located in Mather Campus Center are for student use. There are a few lockers available in the bowling lanes for bowling equipment. The charge is \$1 per academic year or any part thereof. Make arrangements for lockers in the Director's office, second floor, Mather Campus Center.

All lockers must be vacated the Friday before Commencement.

V. VENDING MACHINES

All vending machines on campus are owned and operated by private companies. Notify the secretary in the Director of Student Services' Of-

vice when machines are out of order or have been vandalized. Refunds are available from the secretary from 9:00 a.m. to 5:00 p.m., Monday through Friday.

VI. WASHERS AND DRYERS

These machines, located in seven locations on the campus, are all coin operated. Refunds for money lost in the washers and dryers are available from the secretary in the Director of Student Services' Office from 9:00 a.m. to 5:00 p.m., Monday through Friday. Please report all out of order machines to this office.

Public Use of College Facilities

Over the years the College has received an increasing number of requests for use of facilities from people representing various groups and agencies in the area. It is impossible to honor all such requests. Therefore, the following guidelines have been developed:

1. The term "the public" is understood to mean any individual, group, or agency not connected with the College.
2. Requests will be considered and granted, whenever possible, in the following priority:
 - a. Nonprofit and tax-exempt educational efforts both individually and organizationally sponsored.
 - b. Neighborhood groups and associations in Hartford, priority according to their proximity to the College and their degree of need for the use requested.
 - c. The City of Hartford school system, other governmental agencies, various state and federal agencies with special responsibilities in urban and educational affairs.
 - d. Groups which make direct contributions to the cultural development of the region.
3. No requests for use can be considered when they come from individuals or organizations which are not tax-exempt and nonprofit, which seek to use facilities for fund raising not connected with Trinity, which are political parties, and which are not centered in the Capitol Region.
4. Public use of college facilities will not be granted when such use might conflict with or intrude upon normal activities of the College or might cause excessive wear upon or damage to the facilities.
5. Most college facilities and areas are available for public use with the exception of residence halls and their lounges, areas set aside for faculty, administrative and staff use, the Quad and other areas adjacent to the residence halls, laboratories and any other areas not considered safe or suitable.
6. When a request for continuing use is made, it may be granted for no more than one semester and never for more than one year. Any further use beyond that must be approved by the President of the College based upon a recommendation of the Vice President.

7. As with campus organizations, any costs incurred for special services will be paid for by the public group using college facilities.
8. The Library has its own policy on its use by the public.

Requests for use of college facilities should be directed to Mather Campus Center.



College Regulations

The regulatory system of a residential college such as Trinity should contribute to the creation and to the maintenance of an environment in which teaching, learning, research and other activities related to these pursuits may be undertaken freely and responsibly. In order to provide this environment, it is imperative that each member of Trinity College shall have concern for himself, for others, and for the welfare of the community.

The College Charter provides that the disciplinary responsibility and authority of Trinity College reside in the Board of Trustees. The Board of Trustees charges the President of the College as its chief executive officer to see that both order and justice prevail, and also to keep the Board of Trustees closely advised if problems arise in either of these areas which would call for action by the Trustees.

Complaints arising under College Regulations are handled through the Administrative Procedures in Matters of Discipline and Dispute (*see below*).

The following Regulations are presented for the information of members of the community, who are expected to be familiar with them.

- A. Offenses applicable to faculty, administrators, students and their respective organizations, when such offenses occur on campus, in housing administered by the College, or at College-sponsored events:
 1. Physical or other abuse or physical assault of any person.
 2. The unauthorized use or unauthorized possession of weapons such as firearms, air rifles, ammunition, explosives, or fireworks of all kinds.
 3. Turning in a false fire alarm.
 4. Tampering with or rendering inoperable any structures, equipment or supplies that are for the common safety and welfare.
 5. Dishonesty such as forgery, or unauthorized alteration, use or theft of College property. Cases of academic dishonesty are adjudicated by the Academic Affairs Committee under separate procedures that have been developed for such cases. (See section on *Academic Dishonesty*, below.)
 6. Misuse of instruments of identification.
 7. Knowingly furnishing false information to or of the College.
 8. Disturbance of the peace or disorderly or indecent conduct.
 9. Interference with members of the College community in the performance of their duties.
 10. Interference with free and open discussion, including the disruption of invited speakers.
 11. Interference with entrance to or egress from the College or any College facility.
 12. Discrimination against a member of the College community on the basis of race, creed, color, sex, or national origin.
 13. Theft or willful destruction, damage, defacement, or misuse of College property or of the property of others.

14. Unauthorized entry into College buildings or storage areas.
15. Repeated violation of campus regulations on the operation and parking of vehicles.
16. Interference with authorized recruitment.
- B. Offenses applicable to special groups or special occasions, including among others:
 17. a. Violation of administrative regulations concerning dances, parties, organized social affairs, etc.
 - b. Violation of the special administrative regulations in force during vacation periods.
 - c. Violation of the special administrative regulations governing the conduct of fraternity affairs.
18. The uses of alcoholic beverages:
 - a. Students are expected to observe the Connecticut law prohibiting the purchase of alcoholic beverages by a minor and the serving of alcoholic beverages to a minor by a person other than his parent or guardian.
 - b. The possession of alcoholic beverages by students under 18 years of age, even in the event that such beverages have been purchased legally in another state, is strictly prohibited by Connecticut law.
 - c. Students 18 years of age may consume alcoholic beverages on campus only in their fraternity houses or dormitories.
 - d. No member of the community shall be required to contribute to any arrangement for the purchase of alcoholic beverages as a condition of his membership in any college-associated organization or activity.
 - e. Common courtesy requires that non-alcoholic beverages be available at all social functions at which alcoholic beverages are served.
 - f. Public display of drinking is not permitted on the Trinity campus.
 - g. Intoxication in no way releases an individual from full responsibility for the consequences of his actions.
19. Students are expected to observe all local, state and Federal laws and ordinances relating to gambling.
20. Essential to any ordered community is the right of individuals to regulate their own personal lives without undue interference or intrusion. Thus it is sensible that Trinity College strive to protect the interests of its community members in upholding the principle of privacy while expecting compliance with those regulations that govern the corporate life of the College. The preservation of this principle and the accompanying respect for these responsibilities are integral parts of the College's general concern for the quality of life on campus.

Each individual must make decisions which involve moral judgments and which often affect others as well as himself. It is recognized that no set of regulations can enforce morality, but the College has an obligation to assure an environment in which members of this community can work out a system of values appropriate

to the dignity of the human person. The community expects its members to strive toward a quality of human relations which inspires a high regard for one another as mature persons. As long as there is manifest support of this ideal by the members of our community, actions in private that do not violate the law or do not abuse the rights of others will be protected against official intrusion. The maintenance of this principle assumes a climate of collective responsibility and a genuine continuing concern for the welfare of all.

In accordance with these considerations, the following regulations apply:

- a. When a member of the police or of another government agency seeks permission of the College to search a student's room, such permission will not be granted without a warrant. When a College official seeks access to a student's room to determine compliance with College regulations applicable to that living unit, the student should be notified in advance of such planned entry and should be permitted to be present. If the student is not present, then a disinterested person will be sought to accompany the official. In emergencies, where danger to life, safety, health or property is reasonably feared, entry does not require advance notice. In all cases entry should be signalled by a knock on the door. Whenever a student's room has been entered by a College official, and the occupant was not present, then the occupant will be notified as soon as possible thereafter by the appropriate official.
- b. Students may entertain guests in their rooms at their own discretion. In such cases, students should recognize that the following provisions must be upheld:
 - 1) federal, state, and local laws and such College regulations as apply shall be observed;
 - 2) no disturbance which constitutes a public nuisance or infringes upon the rights of others in the building shall be condoned;
 - 3) no exploitation or coercion of any other person shall be allowed; and
 - 4) the College does not condone overnight visits by members of the opposite sex;
 - 5) appropriate arrangements for the comfort and safety of guests shall be provided.

Individual freedom in a residential community can exist only when people conduct their lives with ordinary prudence. Collective responsibility requires action by offended parties. Therefore complaints by a community member should be made promptly to the appropriate official.

21. Motor Vehicles: Motor vehicles shall be operated in a manner which regards the safety of the members of the Trinity community and the larger community. As improper parking of motor vehicles on campus may infringe upon the rights of other persons, endanger the common safety, and interfere with the orderly con-

duct of College business, published and/or posted parking regulations are effected for the welfare of the community, and are to be strictly observed. See section on *Motor Vehicle Regulations*.

PENALTIES

Penalties authorized by the College are fines, pensums, admonition, censure, restriction, suspension, dismissal, and expulsion.

Fines are imposed, for example, for parking violations, damage to College property, and the like.

Pensums are assignments of extra work, often imposed in an effort to give punishment a constructive or rehabilitative function.

Restriction is imposed upon an individual to prevent him from participating in some aspect of the College's operations and life.

Admonition is a formal warning of the incurrance of serious blame. Notice of admonition is sent to a student's parent or guardian, a faculty member's chairman, or to the President in case the warning involves an administrator.

Censure is the result of more serious blame than that for which admonition is given. Notice of censure is published for the College community. Censured persons are not in good standing, are not eligible for honorable dismissal, and may be automatically suspended if they receive a second censure. Notice of censure is placed on the student's permanent record card, either permanently or for a length of time specified when the censure is imposed.

Suspension is a temporary separation from the College and may involve the performance of specified tasks.

Dismissal is the permanent separation of a member from the College.

Expulsion is dishonorable dismissal.

Suspensions, dismissals and expulsions are permanently recorded on the student's permanent record card.

ADMINISTRATIVE PROCEDURES IN MATTERS OF DISCIPLINE & DISPUTE

Whenever any member of the student body, of the faculty or of the administration believes that a student has violated the published Regulations of the College or that conditions necessary to a proper academic environment have been impaired, he should bring a complaint before the Dean of Students. Initially, complaints may be either verbal or in writing.

One may bring a complaint on one's own behalf, on the behalf of some other member of the community, or on behalf of what one considers the interests of the institution. (When a complaint is brought to the Dean by a group on its own behalf, the complaint will be presented by two persons designated by the group as its representatives. Once a complaint is brought to the Dean, and after he has verified that they have been designated by a group as its representatives, these two persons, or replacements designated by the group, will be expected to continue as would any other complainants involved in these procedures.)

Within a reasonable time after a complaint is made, the Dean will discuss it with the complainant and determine what course to follow.

When the Dean determines that the complaint does not involve a possible violation of a published Regulation, he will hold a conference with the complainant and the person complained against, giving whatever advice seems appropriate and seeking to arrange a solution acceptable to all parties concerned. If no solution is possible, the Dean may, at his discretion, refer the matter to a Board of Inquiry, composed of a student, a tenured faculty member and an administrator chosen from the nine-member Board of Inquiry Panel, for advice or arbitration.

When the Dean determines that the complaint does involve a possible violation of a published Regulation, the following procedures will be followed:

I) After discussing the matter with the complainant, and after completing such investigation as he deems necessary, the Dean will arrange a conference with the complainant and the person complained against, referred to hereafter as the respondent. At the conference the Dean will attempt to work out a resolution of the matter that protects the interests of both parties and is acceptable to all concerned. Resort to formal hearings will be avoided whenever possible. When, however, either the complainant or respondent is not satisfied with the resolution suggested by the Dean, he may so state in writing and request a hearing before a Board of Inquiry.

II) Whenever a complainant or respondent requests a formal hearing, the Dean will ask the complainant immediately to provide him with a formal written statement of the complaint, complete with a bill of particulars regarding the nature of the alleged offense, its consequences, its date and location, witnesses and so forth. This statement will also include a pledge by the complainant that he will attend and participate in any subsequent hearings stemming from the complaint.

III) Within a reasonable time, but no longer than 72 hours after receiving a formal complaint, the Dean will provide a copy of it to the respondent. Within 48 hours after the Dean sends him a copy of the complaint, the respondent shall reply in writing to the Dean that:

A) He acknowledges the validity of the complaint, in which event the Dean will take whatever disciplinary action he deems appropriate;

or

B) He denies the validity of the complaint. In this event he will include a summary of his reasons for denying the complaint's validity, name witnesses on his behalf, and state that he will attend and participate in any subsequent hearings stemming from the complaint.

If the respondent does not reply within 48 hours, or if he does not pledge to attend and participate in the hearing, the Dean may proceed to conduct the necessary hearings himself and take whatever action he deems appropriate.

IV) If the respondent has denied the validity of the complaint, and if, after a final conference, it is impossible to reach a resolution accept-

able to all concerned, then the Dean will empanel a Board of Inquiry, composed of one student, one tenured faculty member and one administrator, each chosen from the Board of Inquiry Panel. The Dean will inform the complainant and the respondent of the hearing date, will review the procedures to be followed, and will give both parties such other information as seems pertinent. The Dean and the Board will then proceed to conduct the necessary hearings.

V) The following rules and procedures will govern all hearings:

A) Neither a complainant nor a respondent may peremptorily disqualify a member of a Board of Inquiry, but if either party objects to one of the Dean's selections for the Board, he may state his reasons in writing and the Dean shall have the authority to replace the person objected to with another person of the same status from the Board of Inquiry Panel.

B) The Dean will serve as the presiding officer throughout the hearing. If he must absent himself from a part of a hearing session, the Board will choose one of its members to preside at the hearing until the Dean's return.

C) The complainant and the respondent are required to attend all sessions of the hearing, except that either may be excused at his own request by the Dean of Students. No hearing session will be held without the complainant and the respondent having been given ample notice and opportunity to attend.

D) The Dean of Students will summon all witnesses, and any member of the student body, the faculty or the administration is expected to respond to such a summons. From time to time other members of these groups may be called for consultative purposes, and they too are expected to respond.

E) The Dean will normally attend all sessions of a hearing, and he will provide such assistance and services as are required by the Board of Inquiry. As presiding officer he will serve to initiate a hearing, to summon all parties to it, to summon witnesses and, when needed, consultants. It will be his responsibility to interpret the College Regulations, to inform the Board of correct procedures, to rule, with the Board's agreement, on the relevance of questions asked by parties to the case and to rule on questions which are redundant, and to see that fair treatment and an opportunity for civil and orderly participation are accorded to all parties.

F) The Dean will cause to be kept a full and accurate record of all hearing sessions.

G) Each party to a case may be accompanied by one adviser during each hearing session. Advisers may not participate directly in the session, but they may consult freely with the person whom they are advising. Ordinarily, the adviser will be a member of the College; but an outside adviser may be present at the request of the complainant or the respondent if the presiding officer agrees.

H) Hearings will be private and the proceedings kept confidential. Witnesses will appear individually, as will consultants; and the latter may appear at any time in the proceedings that the presiding officer thinks proper. When a consultant is called to provide medical or psychological information about one of the parties to a case, that consultant may, with the concurrence of the presiding officer, exclude from the hearing room the complainant, the respondent, or both.

VI) Ordinarily, the hearing will follow this sequence:

A) At the outset, the Dean will read aloud the complaint and the response, written copies of which will be provided to the members of the Board of Inquiry and to the complainant and respondent. The Dean will specify the College Regulations involved in the matter and the alleged actions by the respondent that would constitute a violation of these Regulations. (If it is subsequently determined that Regulations other than those specified by the Dean are involved, the Dean will promptly inform all parties of this fact in writing.) The Dean may at this time set forth basic factual questions to be answered during the hearings. The Dean will then offer the complainant and the respondent time to comment on the statements he has read and on the list of factual questions which he has presented.

B) The Board and the Dean will hear testimony from the parties to the case. During this phase of the hearing only the complainant, the respondent, and their advisers shall be present. Next, the Board and the Dean will question the complainant, then the respondent will be given an opportunity to question the complainant. Next the Board and the Dean will question the respondent, and then the complainant will have an opportunity to question him. In the event that there is more than one complainant and/or more than one respondent, the Dean and the Board will determine the order in which parties are to be questioned.

C) If witnesses have been summoned, they will next appear, one by one and in an order determined by the presiding officer. Each witness will be questioned first by the members of the Board and the Dean, then by the parties to the case. Witnesses may be recalled to the hearing as required.

D) After all witnesses have appeared and been questioned, the Board and the Dean will question the complainant and the respondent. The complainant and respondent will also be provided a final opportunity to question one another.

E) The hearing will then recess for a reasonable period of time to permit the complainant and the respondent each to prepare a summary of his position, or such statement as he thinks appropriate. Ordinarily, this summary or statement will be written.

F) The hearing will then resume with the presentation of the summary or statement of, first, the complainant and, then, the respondent. After the Board and the Dean have had an opportunity to ask final questions, the hearing will adjourn.

VII) Within a reasonable time after the hearing adjourns, the Board of Inquiry will, in writing, report its findings of fact to the Dean,

together with any additional information or explanation it thinks necessary. The Board will also recommend penalties or other actions where it deems them appropriate, together with its rationale for such recommendations. After such study as he finds necessary, the Dean may concur with and implement the Board's recommendations; or he may reconvene the Board, state that he does not concur, specify the action he thinks appropriate and attempt to reach an agreement with the Board. If agreement is not reached, the Dean may then implement the decision he deems appropriate, providing the Board with a written statement of his reasons for doing so. This written statement will become a part of the record of the proceedings and will be forwarded to the Board of Reconsideration if either the complainant or the respondent requests reconsideration.

At the same time that the Board reports its findings to the Dean, it may also make general policy recommendations suggested by the case at hand. The Dean, who may also make such recommendations at this time, will forward any such recommendations to the President of the College for consideration.

At the conclusion of each case heard by a Board of Inquiry, the Dean will issue a public statement setting forth: 1) the nature of the complaint heard and the College Regulations that were involved; 2) the names of the members of the Board of Inquiry who heard the matter; 3) a summary of the Board's findings and recommendations; 4) the decision finally implemented by the Dean. Ordinarily this statement will not identify the complainant and the respondent by name.

VIII) If the complainant or the respondent wishes a reconsideration of the Dean's final decision, that person will so inform the Vice President of the College in writing within 48 hours; and that officer will empanel a Board of Reconsideration, composed of one member of the senior class, one tenured faculty member and one administrator chosen from the Board of Reconsideration Panel.

The Vice President will furnish the Board with all pertinent evidence, records, findings and statements for review; and if it thinks it necessary, the Board may rehear a case in its entirety, following the procedures outlined above, except that the Vice President will have the responsibilities of the Dean of Students.

The Board will have the authority to recommend to the Vice President modifications of the Dean of Students' decisions or actions, or it may recommend that the Dean be upheld. Within a reasonable time after the Board reports its recommendations to the Vice President, he will either concur and implement them, or he will reconvene the Board and proceed in a manner identical to that followed by the Dean of Students in a case of nonconcurrence with a Board of Inquiry.

IX) Other pertinent information:

A) At any time between the initial receipt of a complaint and the start of hearings, the Dean may suspend temporarily (i.e., for no more than 72 hours when classes are in session) any party to a case whose continued presence he believes would constitute a danger to the person himself, to other members of the community, or to the well-being of the institution. Such temporary suspensions will not be entered on the student's permanent record.

B) Disciplinary action under these administrative procedures will be taken only when the complaint involves a published Regulation of the College.

C) The Board of Inquiry Panel, from which the Dean of Students will select members of the Board of Inquiry, shall consist of three students who have been enrolled and on campus for at least four semesters, three administrators, and three tenured faculty members serving on the Faculty Adjudicative Panel. The Board of Reconsideration Panel, from which the Vice President will select members of Boards of Reconsideration, shall consist of two members of the senior class, two administrators, and two tenured faculty members from the Faculty Adjudicative Panel. Student and faculty members of the Board of Inquiry and the Board of Reconsideration Panels are elected by the groups they represent; the administration members are appointed by the President.

D) The relation of the Vice President to a Board of Reconsideration will be the same as that of the Dean to a Board of Inquiry.

E) Boards of Inquiry will function only during those periods when classes are in session at the College and during Open Periods. During vacations and examination periods the Dean may either hold a complaint in abeyance until classes resume or he may take whatever other actions seem necessary. During the summer, the Dean, or in his absence an appropriate officer designated by him, will hear complaints and take such disciplinary action as may be warranted.

F) Requests for reconsideration of a disciplinary action may be submitted to the Vice President during a vacation or examination period. A Board of Reconsideration will meet only while the College is in regular session. At other times the Vice President may hold requests in abeyance, or he may take such action as he deems necessary.

G) The Dean of Students will be available to assist complainants and respondents to prepare their written complaints and responses, and to provide other pertinent advice.

H) It must be recognized that the above administrative procedures are not capable of application to instances arising out of complaints caused by the concerted action of sizable numbers of students. Should such an action occur, the Dean of Students will retain authority to act in the best interests of the College and to invoke summary suspension. He may also seek the aid of the civil authorities and take action under the law. Following such an instance, should College disciplinary procedures be employed, they will be similar to those described herein.

COMPLAINTS AGAINST FACULTY AND ADMINISTRATION

A student who believes that a member of the faculty or administration has violated a published Regulation of the College may bring a complaint to the Dean of Students. The Dean will then confer with the officer of the College immediately superior to the person complained against. If it is not possible to bring about a resolution of the complaint

informally and to the satisfaction of all concerned, the Dean may empanel a Board of Inquiry, composed of one student, one tenured faculty member and one administrator chosen from the Board of Inquiry Panel, to hear the matter. The hearing will be governed by the same rules and procedures that apply when a student is the respondent.

At the conclusion of its deliberations, the Board of Inquiry will report its findings and recommendations to the officer of the College immediately superior to the respondent. That officer may concur with and implement the Board's recommendations; or, if he does not concur, he will then proceed in a manner identical to that of the Dean of Students in a case of nonconcurrence with a Board of Inquiry.

If either the complainant or the respondent is dissatisfied with the final decision, that person may appeal for a reconsideration to the President of the College, who shall have final authority in such cases.

The application of these Procedures to faculty members shall be limited to those cases in which the complaint would lead to a maximum penalty of fine or admonition. If at any time in the proceedings against a faculty member it should appear that more serious action might be considered, such action should be pursued in light of provisions in *The Faculty Manual* and of American Association of University Professors guidelines.

ARBITRATION OF DISPUTES

When students or groups of students find it impossible to settle or terminate disputes, either party may address the Dean of Students and request arbitration. In most instances the Dean will attempt to settle such disputes in his own office, without resort to formal hearings. When such a settlement appears unlikely, however, the Dean will convene a Board of Inquiry, composed of one student, one tenured faculty member and one administrator chosen from the Board of Inquiry Panel, and ask it to hear both sides.

After such hearings and deliberations as it finds necessary, the Board will hand down the settlement it believes proper. It may also establish penalties to be imposed should either party fail to adhere to the settlement.

COLLEGE POLICY ON FELONIES

1) In the event that a student has been charged by any public prosecutor, grand jury, or in any court with a felony, there shall be an inquiry to determine whether the student should continue in student status, or whether he should be suspended until the issue is resolved in the courts because his continued presence is considered a threat to the physical safety of himself and/or others, or a threat to college property. The preliminary inquiry will be conducted by the Dean of Students. At the conclusion of his inquiry, the Dean will either notify the student that he may remain in student status pending court disposition of the charge, or the Dean will refer the matter for a hearing by a Board of Inquiry composed of two students, two tenured faculty members and two administrators chosen from the Board of Inquiry Panel. At the conclusion of the hearing, the Board will recommend to the Dean either that the student be

suspended or that he be permitted to remain in student status. The Dean, who shall attend all hearing sessions, may concur with and implement the Board's recommendation or he may, after conferring with the Board, state his nonconcurrence and implement the decision he thinks appropriate. In the event of the Dean's necessary absence, another officer of the administration, designated by the President, shall act in his stead. (If the President or his deputy has found it necessary to invoke summary suspension, a Board of Inquiry hearing will occur as soon as practicable, and not later than 72 hours after the original suspension when classes are in session.)

2) Whenever convicted of a felony, a student shall be suspended indefinitely.

3) If convicted of a felony and then released on probation, or if convicted and imprisoned for any period of time and then released on parole, or if convicted and released on bond pending appeal, or if convicted and released after serving his sentence, the student may petition the Dean of Students for readmission. A panel of six persons — two students, two tenured faculty members and two administrators — will then conduct a private hearing to advise the Dean as to whether the student should be readmitted to the College, or whether he should be denied readmission because he is considered potentially harmful to himself or to others in the College or because his presence would be detrimental to the College. The panel may also propose special conditions under which readmission would be permitted. The Dean of Students, who shall attend all hearings, may concur with and implement the panel's decision or he may, after conferring with the panel, state his nonconcurrence and implement the decision he thinks appropriate.

4) In cases where felony charges are held *in nolle prosequi*, a student who had been suspended pending court disposition of the case may petition the Dean for readmission in accordance with the procedures outlined above. If the student had *not* been suspended pending court disposition of his case, he shall retain student status if the charges are held *in nolle prosequi*.

5) In all hearings the person being heard may have counsel, but may not have counsel act directly for him at the hearing. The person being heard may call witnesses and may question witnesses called by others. The person being heard may not challenge panel members. All hearings shall be conducted with scrupulous regard for fairness and equity. All hearings will be private and the proceedings confidential. All pertinent documents and exhibits and all notes on the hearing will be transmitted under seal to the Vice President's office at the conclusion of the hearing, and they shall not be a part of the student's regular College file.

6) In any case where it is unclear whether the charge is a felony or a misdemeanor, the Dean of Students will seek clarification, and whenever he deems the charge sufficiently serious, he shall invoke the procedures outlined above.

7) Nothing in this policy shall nullify a student's right to appeal to the President of the College.

REGULATIONS ON DRUG USAGE

The use of drugs has become so widespread a danger in society that no college or university can ignore the problem. Thus, certain members of the College staff are available to those who become involved so that they may obtain appropriate confidential counseling and medical assistance. Their services have been effective, and the College encourages their use by students who find need for them. The College is concerned with preventing the serious difficulties which arise for the individual from illegal drug usage and from illegal drug distribution.

There are, however, other aspects to illegal drug usage and distribution. The College community should be fully informed of the possible consequences. Therefore, the following regulations apply. Members of the community should be aware of the deleterious effects which drugs and the traffic in drugs may have upon the individual and upon the welfare of the academic institution.

Regulations

1. Students are expected to be aware of and to observe the Connecticut and Federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription, and/or administration of those drugs which "contain any quantity of a substance which has been designated as subject to Federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to Federal food and drug laws, or which has been designated by the public health council and commissioner of consumer protection pursuant to section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine."
2. Although the College wishes to counsel, aid, and advise individuals and groups who are having difficulty with drugs, the College may find itself obligated to apprise the appropriate public agencies when it has knowledge of violations, because the possession, use, sale, manufacture, prescription or distribution of illegal drugs is an offense against Connecticut and Federal laws.
3. Students charged with and/or convicted of felonious possession, use or sale of drugs will be subject to the College Policy on Felonies (*see above*).

Nothing in these regulations alters the concern of the administration and faculty to help those individuals who wish counseling on drugs. The hope is that we can maintain a healthy campus community, a prospect severely jeopardized by the use of dangerous drugs and by certain activities related to drugs. The welfare of Trinity College requires frank recognition of the risks involved and continuance of a search for effective means to solve this problem.

Pets

Students are not permitted to have dogs, cats or other pets at the College. This prohibition is designed to protect the health, safety and convenience of all members of the community. Any student who violates the ban on pets will be subject to disciplinary action. Violators may also be removed from College housing, since the housing contract specifies that no animals are permitted.

Age of Majority

Since October 2, 1972 eighteen has been the age of majority under Connecticut law. As a consequence of the new age of majority, the Trinity College Council made the following recommendations to the President of the College, and they were subsequently approved by the Trustees as College policy:

1) That catalogues, viewbooks, student handbooks and similar materials prepared by the College inform those who read them: a) that in Connecticut the age of majority is 18 and that under the law, students that age and older have the full rights and responsibilities of all other adults, and b) that, as a matter of principle, in keeping with College policy, students normally be dealt with directly in matters pertaining to college bills, grades, academic credit, and academic and disciplinary status, and c) that, recognizing the extent of familial involvement in the student's education, the various offices of the College, at the request of the student, provide bills and information on academic progress and academic and disciplinary status to parents and guardians.

2) That each newly admitted student who signifies his intent of enrolling at the College be requested to make known, in the event he is not to be the sole recipient of bills and academic and disciplinary status reports, etc., the persons other than himself to whom any one or all of the following are to be sent during his student career: a) bills owed to the College; b) grade reports; c) notices of academic probation; d) notices of faculty actions other than probation affecting student status; e) notices of disciplinary actions, more serious than "admonition," affecting student status.

Each year the Registrar provides students with a form on which to signify to whom they wish each of the items in Number 2, above, to be sent.

It should be noted that under Federal law the parent or legal guardian of a student who is classified as a dependent for income tax purposes has a right to information about that student without the College having to seek the student's consent. Thus upon the written request of a parent or legal guardian of a dependent student, the College will honor this right to the extent required by law.

Statement On In-Loco-Parentis

In matters not involving the immediate physical well-being of a student, neither the faculty nor the administration assumes what has been generally referred to as an *in-loco-parentis* role. A student is expected to conduct his life with ordinary prudence. When his conduct on campus or at college-sponsored events falls significantly short of this expectation,

the College can rely on its own disciplinary and judicial procedures to obtain the necessary correction or redress. For misconduct off campus, each student must accept the consequences of action taken against him by civil authority. In such cases, the College does not shield him from the consequences of his actions. The College believes this position to be proper, not only with regard to his education and development as a person, but also because a college student should not enjoy a status of special privilege. The College will not arrange bail or provide legal service to students in difficulty with the law. In these rare cases of incarceration, the College will expect a student to arrange his own release either through his own or his parents' efforts. The College will, however, advise a student who is seeking legal assistance.

Social Affairs

Trinity College expects that all social events will be conducted in an orderly fashion with due regard for the rights and sensitivities of guests and of neighbors in surrounding areas, and with special recognition of the needs of fellow undergraduates for an environment in which they can undertake their studies and other academic obligations. With these considerations in mind, the College has established the following regulations with regard to parties, dances, concerts and other student social events on College property or in the fraternity houses:

1. All parties, dances, concerts and other student social events must be registered with the Master Calendar Office in Mather Campus Center at least three days prior to the event. If College facilities are needed for the event, they may be reserved through the Director of Master Calendar and Special Events.
2. Parties, concerts and similar activities may not be held on the Quad or in similar areas at hours when classes are being held.
3. All indoor parties must end by 1:00 a.m. and all outdoor parties by 11:00 p.m.
4. The proper conduct of a party or other social event is the responsibility of the officers of the sponsoring organization. In the event a party or other social event is not sponsored by an organized group, the student or students who reserve the facilities being used are responsible for the conduct of persons in attendance.
5. When liquor is served at a party, it can only be served until 12:30 a.m. It is expected that Connecticut law against serving liquor to under-age persons will be observed; it is also expected that laws concerning drugs and gambling will be observed.
6. The officers in charge of each party, or the persons responsible for the party if it is not sponsored by an organized group, will make themselves known to any guests.
7. At the close of each party it is the responsibility of the officers or other responsible students in charge to persuade the departers to leave quietly and expeditiously.

The normal penalty for violation of the above regulations is Censure for one year.

In an emergency officers of the sponsoring organization or students responsible for the conduct of the event may end the event early if they deem necessary. Such action should be reported to the Office of the Dean of Students as soon as possible. Members of the Security staff may also terminate a social event in an emergency or if the event has continued beyond the designated closing time.

When a member of a College organization in its designated facilities or function exceeds reasonable limits of conduct, the president of the organization (or his designated deputy) is expected to take corrective action. The College holds the president of the organization directly responsible for the conduct of members at organizational events. If the membership is not responsive to the president's directives, he should resign. Unless a new president can be elected to whom the membership will be responsive, the organization will lose College recognition and will not be allowed to use Trinity facilities or to function at the College. When appropriate, the Student Government Association may also take action against student organizations which violate regulations established by the SGA or by the College.



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Academic Procedures and Regulations

(This section should be read in conjunction with the "Academic Standards and Regulations" section of the current College Bulletin: Catalogue Issue.)

Registration

Toward the end of each semester students designate the courses they intend to take the following semester. This process, pre-registration, involves selecting courses, obtaining the approval of the faculty adviser and instructors, and presenting the properly completed forms to the Registrar. There is a substantial fine for late pre-registration or registration.

Registration occurs just prior to the beginning of classes and is, essentially, a confirmation of the information submitted at pre-registration. Students with grades of incomplete in three or more courses during a term may not register for more than three courses in the succeeding term.

The first two weeks following registration are designated Change of Program period (10 days for Physical Education), and during this time students may drop or add courses with the permission of their faculty adviser and the instructor of the course added. Courses dropped during the Change of Program period are not entered on the permanent record card. Following the Change of Program period and for the first two-thirds of the semester, courses dropped are entered on the permanent record card and are marked Drop. Courses may not be dropped during the final one-third of the semester.

Each semester any full-time student may take one academic course on a Pass/Fail basis, provided the course is not required for the major and provided that the student was not on academic probation for either of the two preceding semesters. (Physical education courses may be taken Pass/Fail in addition to the one academic course.) The Pass/Fail designation is made at registration and may be changed by the student at any time during the first two weeks of classes. After the first two weeks and prior to the last two weeks of classes the student may notify the Registrar that he wishes to receive a letter grade in his Pass/Fail course. After the first two weeks of classes the student may not convert to Pass/Fail a course which he had elected to take for a letter grade. Those teaching or taking student-taught courses are graded only on a Pass/Fail basis, and the option may not be used for one of these courses and for another academic course in the same semester.

Graduate courses may be taken by undergraduates with the permission of the faculty adviser, the instructor, and the Graduate Office. Students who register for six course credits are charged an additional fee. Courses may be audited by degree candidates with permission of the instructor. No examinations or credit are given for audited courses, and no entry made on the permanent record.

Student-Taught Courses

Information for Students Preparing Proposals

- I. *Procedures and Deadlines for application:* A student who desires to offer his own course as provided by the curriculum (*see Catalogue*) should take the following steps:

- A. Draw up a proposal according to the format below.
 - B. Obtain a Faculty Supervisor to assist in developing the proposal and to oversee the teaching of the course.
 - C. Obtain an Outside Examiner to evaluate the work of the students enrolled in the course.
 - D. Submit a copy of the proposal to each member of the Curriculum Committee. Deadlines: October 15, 1976, for a course to be taught in the Trinity Term, 1976-77. March 1, 1977 for a course to be taught in the Christmas Term, 1977-78.
 - E. Submit to the coordinator of the Student-Taught Courses:
 1. A written statement from the Faculty Supervisor indicating his approval of the course as proposed and the way in which he intends to supervise it.
 2. A written statement from the Outside Examiner indicating his willingness to evaluate the students who take the course.
 3. A written comment from the chairman or director if the course falls within the boundaries of a department or program.
- II. *Format of the proposal:* This proposal should be specific and detailed in its presentation, for the Curriculum Committee will only approve courses which combine worthwhile subject matter, carefully conceived structure, and thorough preparation of the teacher.

Date:

Name of student:

Class:

Campus address:

Title of proposed course:

Name of Faculty Supervisor:

Name (and address) of Outside Examiner:

A. Course description

1. Objectives of the course
2. Outline of the course including a timetable
3. Conduct of the course (lecture, seminar, etc.)

B. Materials and resources

1. Books and/or projects to be assigned
2. Special assignments (labs, field experiences, trips, etc.)
3. Special lecturers and/or consultants
4. Materials to be used by student-teacher in preparation of the course including a bibliography

Careful account should be taken of the adequacy of the College facilities to support the course and any expenses which the College might be expected to sustain. In addition, regard should be given to expenditures required of students.

C. Arrangements

1. Number of class meetings and their length
2. Limits of student enrollment. (The absolute maximum enrollment is fifteen students.)
3. Amount of course credit recommended for students successfully completing the course

D. Justification

1. Why do you want to teach this course?
2. What would this course contribute to the curriculum of Trinity College?

Signature of the student:

Signature of the Faculty Supervisor:

Signature of the Outside Examiner:

III. *Responsibilities of the student-teacher*: Once a course is approved, the student-teacher is solely responsible for all aspects of that course, other than final evaluations, including:

- A. Arrangements for meeting time and place (see the Recorder).
- B. Preparation of book lists for library reserve and the ordering of library books, if necessary, at least two months before the course is to be offered (see the Librarian).
- C. Submission of book orders to the Bookstore at least two months before the course is to be offered (see the Manager of the Bookstore).
- D. Signing of permission slips for pre-registration.

IV. *Responsibility of the faculty supervisor*: The supervisor will assume the same responsibility for the student-taught course that a department chairman does when an instructor in his department must withdraw from a course before it is completed.

The coordinator of Student-Taught Courses for the Curriculum Committee is Professor Andrew Gold. Procedures for application and preparation of a proposal should be discussed with him before submission to the Committee.

Individually Tailored Interdisciplinary Majors

A student wishing to construct his own interdisciplinary major must, in consultation with two *faculty sponsors* and with the advice of the department chairmen of the disciplines involved in the program, prepare a program of study which would constitute his major. (See the appropriate pages in the *College Catalogue*.)

Such a major should be initiated only when it is clearly directed to the achievement of *objectives* which cannot reasonably be approxi-

mated by any major now offered at Trinity. It must encompass a body of *interrelated courses* which enable achievement of the learning objectives, and it should be unified by a *synthesizing agent* such as a carefully devised thesis project and/or appropriate comprehensive examination. Fulfillment of the major should not be possible simply by means of perfunctory completion of a certain number of assorted courses in several disciplinary areas.

The signature is required of the chairman of any department or the director of any program if more than two course credits are included in the interdisciplinary major from the discipline taught by that department or program. The chairman or program director's signature would signify his approval of the major to be undertaken and his department or program's acceptance of responsibility to work with the student to obviate any later difficulties if courses included in the interdisciplinary major proposal are not then offered at Trinity or if faculty strategic to the completion of the major have left Trinity.

After the proposed major is approved by the Curriculum Committee, any change in the major must receive the written approval of the faculty sponsors and the Curriculum Committee's coordinator of individually tailored interdisciplinary majors. If the change is deemed to be important enough the coordinator will refer it to the Curriculum Committee for a final decision.

Each proposal must contain no fewer than twelve different courses. It is not anticipated that more than eighteen different courses will be included in the proposed major. At least one-half of the courses in the proposed major must be advanced level courses.

The Curriculum Committee cannot entertain majors which are preliminary studies to a particular discipline. That is, majors which purport to be pre-law, pre-medicine, pre-architecture, etc. are not acceptable. Also, no disciplinary major, e.g., anthropology, which is not established as a regular major at the College already may be presented as an interdisciplinary major.

A student, together with his faculty sponsors, must submit his proposal to the Curriculum Committee for its approval. This should be done using the format given below. A copy should be sent to *each member* of the Committee.

Completed proposals, in the proper form (see below), must be presented to the Curriculum Committee no later than March 1 of the second semester of the student's junior year (or October 15, if the second semester of the student's junior year falls in the Christmas Term). It is not anticipated that the Curriculum Committee will consider proposals which come later in a student's undergraduate career.

The coordinator of individually tailored interdisciplinary majors for the Curriculum Committee is Dean Robbins Winslow. Each proposal must be discussed with him before submission to the Committee, but he does not approve or disapprove it.

Proposal for an Individually Tailored Interdisciplinary Major

Date:

Name of student:

Class:

Title of proposed interdisciplinary major:

Name of faculty sponsors:

- I. Objectives:
- II. Courses

Department	Course No.	Title of course	Instructor
Freshman year			
Sophomore year			
Junior year			
Senior year			
- III. How these courses are interrelated and enable achievement of the learning objectives:
- IV. Synthesizing agent (unifying project; e.g. thesis, comprehensive examination):
- V. Names of faculty members from two different departments who will evaluate the synthesizing agent:
- VI. Further comments or explanation:
 Signature of student:
 Signature of faculty sponsors:
 Signatures of department chairmen:

Open Semester Procedures

- 1) Discuss your program with a faculty member who will be your Open Semester Adviser. Decide with him on a method of evaluation of your work. Whether or not you have an Off-Campus Adviser, your Faculty Open Semester Adviser is finally responsible for the evaluation of your work for academic credit.
- 2) Meet with the Dean for Educational Services to discuss your Open Semester and any off-campus contacts necessary to your program. Obtain from him the Open Semester application.
- 3) Define clearly and commit to writing your educational objectives in undertaking an Open Semester, your specific program (including a timetable) and your schedule of contacts with your Open Semester Adviser.
- 4) Seek the approval of the appropriate department chairman if you wish Open Semester course credits to be counted toward your major requirements. An Open Semester applicant should make sure he can fulfill all of the requirements for his major either through using course credits from the Open Semester or through completing enough courses in his remaining semesters.
- 5) Consult with the Director of Financial Aid if you receive financial aid and if you will live off campus during your Open Semester. Any earnings gained during Open Semester will be taken into account in awarding financial aid.
- 6) Consult the Office of Student Services if you wish Trinity housing for part of your Open Semester. Open Semester students desiring housing for the entire term of their Open Semester retain the eligibility they would have as students enrolled in four individual courses.
- 7) Observe the following deadlines for submission of the Open Semester application and your narrative description to the Office of Educational Services:

Off-campus Open Semesters for Trinity Term, 1977: November 15, 1976.

Off-campus Open Semesters for Christmas Term, 1977: April 15, 1977.

On-campus Open Semesters must be completely set up prior to the conclusion of that term which immediately precedes the term during which the Open Semester will be taken. Consult the Dean for Educational Services before pre-registration.

- 8) Every student participating in an Open Semester will pay full tuition and fees.
- 9) Register for the Open Semester during the regular pre-registration period by writing "Open Semester" and the title of your Open Semester on your registration card. In addition, register at the announced time for registration (if you are on campus) or (if you are away from Hartford) confirm your Open Semester registration with the Registrar's Office during the two weeks prior to the beginning of the term, but no later than the first day of class.
- 10) An Open Semester is taken for four course credits. Other courses may not be enrolled in concurrently without special permission obtained through the Dean for Educational Services.
- 11) Open Semester grading is Pass/Fail. The Open Semester Adviser has the option of awarding a Pass for one, two or three course credits if the Open Semester is less substantial than planned.
- 12) The Open Semester application — reflecting objectives, program and evaluation — will serve as a "catalogue course description" and will be placed in the student's folder in the Registrar's office. In addition, the title you provide for your Open Semester will be entered on your Permanent Record Card (transcript). At the conclusion of an Open Semester, the description may be rewritten (with the Open Semester Adviser's approval) to reflect more closely the work of the Open Semester.
- 13) Final eligibility is contingent upon the elimination of all incomplete grades prior to the start of the Open Semester period. Approval for an Open Semester will be withdrawn if the student has not met this eligibility standard.
- 14) The following elements ought to be included as part of any Open Semester proposal:
 - a) Structured, periodic contact with your Open Semester Faculty Adviser. The submission of periodic reports or appropriate written materials for evaluation.
 - b) Some contact between any off-campus advisers or supervisors and your Open Semester Faculty Adviser.
 - c) Time for a rewriting if the culmination of your Open Semester is to be a written exercise (there should be a due date established for this).
 - d) Copies of assignments done under the direction of an off-campus supervisor should be sent or given to your Open Semester Faculty Adviser.
 - e) An understanding with any off-campus supervisor that your work will be of substance and will include the possibility for the exercise of your own initiative, creativity, imagination, and responsibility.

Procedure to Apply for an Academic Leave of Absence or Summer Courses at a College Other Than Trinity

An Academic Leave of Absence is defined by Trinity College as a voluntary absence to undertake academic work in another college or university or in a study-abroad program of another college or university) with which Trinity does not have a formal Exchange Program (see Catalogue, "Academic Leave of Absence and Credit for Work in Other Colleges" under "Academic Standards and Regulations"). Normally, an Academic Leave of Absence is taken for one or two terms.

A small administrative fee (\$10 for one term or \$15 for the year in 1976-77) is charged those students who study abroad in a non-Trinity program.

All permissions for an Academic Leave of Absence for the Trinity Term, 1977, must be secured by November 15, 1976 and all permissions for an Academic Leave of Absence for the Christmas Term, 1977, must be secured by April 15, 1977.

Permissions for summer study should be secured before the end of the preceding Trinity Term. However, the actual form listing the courses to be taken away from Trinity need not be completed by a specific date. It *should* be completed by the student, he should obtain the proper signatures on it and he should file it with the Assistant Registrar at Trinity *before* beginning his study away from Trinity. The proper form may be obtained from the Registrar's Office.

A student who wishes to spend part or all of his senior year away from Trinity must secure the permission of his major department chairman and of the Dean for Educational Services.

Under certain conditions, students on Academic Leave of Absence may be eligible for a continuation of their financial aid from or through Trinity College. Consult the Dean for Educational Services and see section, *Use of Trinity College-Controlled Financial Aid for an Academic Leave of Absence*, below.

Please follow this procedure:

1. Obtain a catalogue of the college or program you wish to attend. Some representative catalogues and brochures are available in the Office of Educational Services. Also available is information on the Institute of European Studies and study in foreign countries. Discuss your proposed program with the Dean for Educational Services to ascertain if credit from it will be acceptable at Trinity. Do this at least two weeks in advance of the above-listed deadlines.
2. Fill out the Trinity application to take an Academic Leave of Absence or Summer Courses and discuss your proposed program, including the specific courses you will take, with your faculty adviser (and with your major department chairman if the courses are in your major). Obtain your adviser's signature approving your participation in the program you have chosen and ask your major department chairman to designate specific courses that will fulfill any major requirements.
3. Present your application and a catalogue of your program (including course descriptions) to the Assistant Registrar and she will add to your written statement an acknowledgement of the academic credit to be given you at Trinity on transfer of work completed with a C- or better.

4. Be certain that you leave with or have sent to the Assistant Registrar at Trinity complete course descriptions prepared officially by your host college or program. Usually, this will take the form of a catalogue, but sometimes course descriptions are issued separately.
5. Request that an official transcript of your completed work be sent to the Registrar of Trinity College.

You may receive a maximum of five course credits for study away from Trinity during a period equivalent to a term of the regular academic year at Trinity. Proportionately less or more credit may be gained for shorter or longer periods, respectively. A full academic year at a British university normally warrants nine course credits.

Use of Trinity College-Controlled Financial Aid for an Academic Leave of Absence

1. Any student may request the continuance of his Trinity College-controlled financial aid for an Academic Leave of Absence by submitting a *specific* description of his proposed program and projected course of study (though he may only have applied and not yet been accepted by the host institution) to the Office of Educational Services by the deadline established for arranging an Academic Leave of Absence. The student should certify that the proposed course of study is integral to his major and is not available at Trinity through a Trinity program or through a program Trinity participates in. This description must be approved and signed by the student's faculty adviser and major department chairman. A current catalogue of the prospective host institution or program should accompany the request.

2. The proposed program must offer the opportunity for the student to maintain normal progress toward the Bachelor's degree and to earn the equivalent of at least four course credits per term from an accredited institution of higher education. Students will be expected to complete at least one full term enrolled in courses in Trinity College in Hartford upon the termination of their Academic Leave of Absence.

3. The student must be in good academic standing at the time of his request and during the remaining period preceding his proposed Academic Leave of Absence.

A detailed statement of conditions and procedures is available from the Office of Educational Services, and the Financial Aid Office has a Statement of Special Financial Arrangements which specifies what costs of various programs are eligible for Trinity College financial aid.

Guidelines for Awarding Academic Credit to Teaching Assistants

1. Since credit for Teaching Assistants (TA) is analogous to credit for regular course work, a TA should demonstrate to the instructor's satisfaction that he has acquired new knowledge or deepened his grasp of previously learned subjects. A TA can achieve this end a) by working with the instructor in preparing the course, b) by reading interpretative papers (as opposed to checking multiple-choice tests) and thereby sharpening his critical ability and understanding of the subject matter, c) by making up tests which should further

the TA's grasp of the materials and require him continuously to evaluate his own knowledge, d) by having to answer students' questions that demand not merely understanding an area but also explaining it to others and e) by evaluating students' progress.

Credit should not be granted for merely non-academic duties such as scoring objective tests, clerical work, photo-copying of books, and looking up of references. But a TA receiving academic credit may, from time to time, be asked by the instructor to perform such non-academic duties.

2. Other specific guidelines:

- a. A TA should have a superior overall academic record.
- b. A TA should have demonstrated a competence beyond the level of the course in which he is assisting.
- c. A TA can receive credit only once for assisting in a particular course. If the instructor wishes that a TA assist him again, he should apply for pay for the TA.
- d. Letter grades should be used for evaluating a TA's work.
- e. A TA can receive a maximum of one course credit per course for successful completion of his duties.
- f. A TA must be approved by the instructor in the course and by the chairman or program director. Specific notification of enrollment as a TA must be provided at registration on the appropriate form.
- g. The Registrar will report on the use of TA's by Trinity faculty to the Curriculum Committee at least once a year.
- h. An instructor using TA's should indicate that fact in the course description or syllabus.

Voluntary Withdrawal

- 1) A student in good academic standing who believes that he might benefit from an interruption of his academic progress, or who otherwise wishes to discontinue his enrollment, may voluntarily withdraw.
- 2) Such a student is expected to inform the Registrar of his withdrawal at the time he withdraws. (If the student fails to provide the Registrar with such notification, the student will be fined \$50 when he next enrolls at the College.)
- 3) A student who voluntarily withdraws shall be automatically readmitted to the College provided that he informs the Registrar of his intention to return not later than March 1 or November 1, whichever immediately precedes the semester in which he intends to return.
- 4) Normally, a student who voluntarily withdraws does not enroll elsewhere for academic work for which he wishes transfer credit at Trinity. Exceptional cases may be handled through the Academic Leave of Absence procedure.
- 5) If a student decides to enroll for academic work elsewhere subsequent to his withdrawal, he must complete any Trinity course work graded "Incomplete" during the first two-thirds of the term in which he is enrolled elsewhere. Otherwise, the Incomplete grade will be changed to a final grade of F on the student's permanent record card.

It is understood that in extraordinary cases, where the Registrar has reason to believe that the student's proposed return would jeopardize the welfare of the College, he may petition the Academic Affairs Committee to deny the student readmission. In such cases the Registrar would be expected to present evidence in behalf of his petition at a formal hearing before the Academic Affairs Committee. Such a hearing would be conducted in accordance with the standards of due process developed by said Committee.

Students considering a voluntary withdrawal are urged to discuss the matter with their academic adviser and/or the Dean of Students.

Directory of Terms Used in the Administration of Education at Trinity College

INDEPENDENT STUDY

An individually tailored program of study, for one or two course credits, arranged between a student and an instructor and with the approval of the instructor's chairman. Sometimes known as a tutorial. (Internships are one type of independent study.)

VOLUNTARY WITHDRAWAL

A discontinuance of all classes, through written notification to the Registrar. Trinity students on Exchange or Academic Leave of Absence remain affiliated with Trinity while on Exchange or Leave and therefore do not withdraw.

OPEN SEMESTER

A full term of independent work or internship, either on campus or away, supervised and evaluated by a member of the Trinity faculty.

ACADEMIC LEAVE OF ABSENCE

An approved absence from Trinity for one or two terms in order to undertake approved academic work abroad or in an accredited college or university with which Trinity does not have an Exchange program.

EXCHANGE PROGRAM

A formal program arranged between Trinity and one or more other colleges to interchange students from one college to the other for one or two terms.

TRANSFER STUDENT

A student who withdraws from one college and enters another in order to complete his bachelor's degree in the second college.

CROSS REGISTRATION

Concurrent enrollment at Trinity and in a course (on a commuting basis) at another of the colleges in or near Hartford with which Trinity has a formal cooperative arrangement.

ACADEMIC PROBATION

The student status caused by unsatisfactory scholarship and designated "Academic Probation" on the permanent record card.

REQUIRED WITHDRAWAL

Suspension from the College because of academic deficiencies. At the end of the Christmas Term required withdrawal is voted by the

Faculty upon the recommendation of the Academic Affairs Committee; at the end of the Trinity Term, the Academic Affairs Committee votes required withdrawal.

TUTORIAL

See *Independent Study*.

Intellectual Honesty

The student, in all his college courses, should maintain his intellectual honesty. He should be willing, and in fact proud, to abide by his own conclusions and beliefs. To maintain his intellectual honesty, a student must do his work himself, in and out of class. When in writing a paper he turns for information or ideas to another person — another student, an instructor, a writer — he should give that person's work and thought the credit it deserves.

To avoid intentional plagiarism, a student must be honest and careful. To avoid unintentional plagiarism is more difficult. The student must remember that "Plagiarism means presenting, *as one's own*, the words, the work, or the opinions of someone else."¹ In order to insure his giving due credit to others, the student should also keep in mind the fact that whether he quotes directly or paraphrases the words of another person, or uses "*the sequence of ideas, the arrangement of material, the pattern of thought* [or the observations and opinions] of someone else,"² he should be sure to acknowledge his debt (to a book, a newspaper, a columnist, an instructor, a relative, a fellow-student, or whatever) in a footnote or a parenthesis, or should refer precisely to the source in the body of his paper, speech, or examination.

Students sometimes find it difficult to avoid plagiarizing, unintentionally, when they paraphrase material from a printed source. To illustrate this difficulty, let us take a passage from H. L. Mencken's *The American Language*:

The American, probably more than any other man, is prone to be apologetic about the trade he follows. He seldom believes that it is quite worthy of his virtues and talents; almost always he thinks that he would have adorned something far gaudier. Unfortunately, it is not always possible for him to escape, or even for him to dream plausibly of escaping, so he soothes himself by assuring himself that he belongs to a superior section of his craft, and very often he invents a sonorous name to set himself off from the herd. Here we glimpse the origin of a multitude of characteristic American euphemisms, *e.g.*, *mortician* for *undertaker*, *realtor* for *real-estate agent*, *electrigan* for *electrical contractor*, . . . so on.³

If the student were writing a research paper on some aspect of the American language and wished to use Mencken's explanation of the origin of the euphemisms for professional occupations, but wished to draw examples from another source, he might write thus:

As Mencken says, "The American, probably more than any other man, is prone to be apologetic about the trade he follows".⁴

1 Genevieve B. and Newman P. Birk, *Understanding and Using English* (4th Ed.; New York: Odyssey Press, 1959), p. 696.

2 Birk and Birk, *Understanding and Using English*, pp. 696-697.

3 H. L. Mencken, *The American Language: An Inquiry into the Development of English in the United States* (4th ed.; New York: Alfred A. Knopf, 1936), p. 284.

4 Mencken, *The American Language*, p. 284.

The student may, of course, wish to quote even more from Mencken, which he is quite free to do, but as long as he uses Mencken's exact words, he must put them in quotation marks (and acknowledge his source in a footnote, of course).

Often, however, the student will prefer to paraphrase and in doing so may run into difficulty. The most important point to remember is that paraphrasing means putting into *different* words and phrases the material expressed in the printed source. The following "close paraphrase" is *not* a satisfactory paraphrase:

As Mencken says, the American believes that he would have adorned something gaudier, so he soothes himself by inventing a sonorous name to set himself off from the herd.¹

Technically, this is plagiarism, despite the reference to Mencken; if the student had written this sentence, he would have been using verbatim the words of his source without fully acknowledging the fact — even if he had used a footnote reference to the text (as he should even with a paraphrase). When the student wishes to paraphrase, he should absorb the material he reads and then restate it "in other words," in his own diction and style, not in that of the original. An acceptable paraphrase might read:

Mencken explains the origin of these professional euphemisms as lying in the American's vanity; the American feels that he is really better than his profession, but since he cannot escape it, he tries to make it at least sound worthy of him.²

This sentence, which assumes that the student has already been talking about these euphemisms, embodies accurately the ideas that Mencken expressed, but it is a true paraphrase rather than an unacknowledged quotation. It still requires a footnote; whether he mentions Mencken by name or not, the student is indebted to him for an idea and should acknowledge the debt.³

It is the responsibility of each student to make sure he or she is fully aware of the rules on intellectual honesty which apply to every test, paper or other academic exercise submitted for evaluation in a course at Trinity College.

Academic Dishonesty

I. A Resolution Regarding the Responsibility of the Academic Affairs Committee in Cases of Academic Dishonesty:

Whereas, state and federal courts have taken an increasingly interventionist role to insure the observance of due process in matters of college and university discipline; and

Whereas, the judicial system at Trinity College is based on the assumption that all members of the college community are to be guaranteed the benefits of due process; and

1 Mencken, *The American Language*, p. 284.

2 Mencken, *The American Language*, p. 284.

3 The regulation on INTELLECTUAL HONESTY is taken from the *Manual for English 101: Freshman English* (Fifth edition; Trinity College, Hartford, Conn., 1965), pp. 5-7.

Whereas, the Academic Affairs Committee, which is responsible for adjudicating cases of alleged academic dishonesty, has developed and will continue to develop procedures to protect the rights of faculty and students involved in such cases,

Be it Resolved, That the faculty of Trinity College urges individual faculty members to bring cases of academic dishonesty before said Committee for adjudication. The faculty recognizes that the individual instructor has the prerogative under the canons of academic freedom to dispense with such cases through the issuance of a punitive grade and by such other means as the assignment of additional work. The faculty believes, however, that formal adjudication of such cases by the designated committee, operating under accepted rules of due process, will best protect the rights of both the student and the faculty member, avoid contentiousness, and lessen the likelihood of court litigation. Furthermore, the adjudication of all such cases by a single body will guarantee consistency in the punishments meted out for similar offenses.

II. A Motion to Establish an Academic Dishonesty Appeals Board

We ask the faculty of Trinity College to reaffirm the Academic Affairs Committee's jurisdiction in cases of academic dishonesty, and its use of procedures of due process as developed by that Committee in considering such cases, and we request that the faculty elect annually, at the time of regular faculty elections, four faculty members and two faculty alternates; the four to serve with two student members (and two student alternates) as an Academic Dishonesty Appeals Board, members of this Committee to be elected on a rotating basis.

INFORMATION FOR THE FACULTY AND STUDENTS ON PROCEDURES ALREADY ESTABLISHED BY THE ACADEMIC AFFAIRS COMMITTEE

Procedures of Due Process Followed by the Academic Affairs Committee in Cases of Academic Dishonesty

- a) The faculty member who believes that there has been plagiarism or other academic dishonesty shall provide the Committee with a written charge and specifications. A hearing will be promptly scheduled. Prompt notification of the hearing and a list of Committee members will be given to the faculty member and the accused student.
- b) A copy of the charge and specifications will be provided to the accused student, who shall attend the hearing. The accused student shall be given adequate time to prepare his defense. The accused student may be accompanied at the hearing by an adviser if he/she gives adequate notice to the Chairman of the Committee.
- c) The faculty member will be expected to attend the hearing and may be questioned.
- d) Ordinarily, the Committee will first hear the faculty member bringing the charge. He may make a statement, after which he

will be questioned by members of the Committee and then by the accused student. Next, the accused student may make a statement, after which he will be questioned by members of the Committee and then by the faculty member.

- e) The faculty member and the accused student may call witnesses, who may be questioned by members of the Committee and by parties to the case. The witnesses will be heard in an order determined by the Chairman. Each witness will be present at the hearing only when giving testimony. Witnesses will be expected not to discuss the case outside of the hearing.
- f) In cases where more than one student have been charged with academic dishonesty, all of the accused students may be present when any one of their number is addressing the Committee.
- g) As a rule, academic dishonesty hearings are closed and the proceedings are kept confidential. A hearing may be open, however, upon the written request of the accused student.
- h) Any member of the Committee who is party to a case shall disqualify himself for that case.
- i) As a rule a student found guilty of academic dishonesty shall be assigned one of three penalties — Censure, Suspension or Expulsion — depending on the severity of the offense. The schedule of penalties applied to cases of academic dishonesty is listed below with typical offenses:

CENSURE: for an initial offense reported to the Committee when the act of academic dishonesty is an isolated situation on a quiz, examination, paper, etc.

SUSPENSION: for an offense after the instructor has warned the student, whether reported to the Committee or not; or for plagiarism or repeated cheating on a quiz or examination; or for a second Censurable offense; etc.

EXPULSION: when a second Suspension is warranted.

The Academic Affairs Committee may also recommend that the faculty member assign a penalty grade to the student in the course in which the offense occurred.

- j) The record of each hearing shall consist of a detailed written report which shall be incorporated into the Minutes of the Committee and of a tape recording of the entire hearing. In the event of an appeal, these materials will be made available to the appellant, faculty members and to the Academic Dishonesty Appeals Board.

Grades

Passing grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-. Grades below C- are unsatisfactory. F denotes failure. In computing a student's average, a numerical value from zero to twelve is substituted for each letter grade from F to A+.

At the end of a semester an instructor may, if a student is prevented from completing course work by circumstances beyond his control, grant

a grade of Incomplete. The instructor will set a date for the completion of the work and communicate it to the student; in no instance will this date extend beyond two-thirds of the next semester in which the student is enrolled for academic credit at Trinity or elsewhere. If the work is not completed by the deadline, a final grade of F will be recorded.

At the close of each term the student receives a grade report. A grade report will also be sent to a parent or guardian if the student so instructs the Registrar. (See section on Age of Majority, above.)

Grades for approved courses taken outside of Trinity after matriculation are normally included in a student's grade point average. (See section on Grade Point Average in the *Catalogue*.)

Mid-Term Grades

At mid-term Faculty will report a grade of "U" for any student who is doing unsatisfactory work and a grade of "ABS" for any student who is enrolled in a course but not attending it. This will apply to freshmen as well as upperclassmen.

A copy of all "U" and "ABS" grades will be sent to the student and the student's adviser, but not to parents or guardians.

Absences from Class

When circumstances beyond a student's control (e.g. illness or a family emergency) cause him to miss class, the instructor should be notified. The nurse on duty will notify the instructor if a student is treated at the Medical Office. In other cases of unavoidable absence from class the student should contact the Dean of Students to secure a Dean's Excuse. Dean's Excuses are also available for students who must miss class because of recognized religious holidays.

When a student has been granted an excused absence, it is his or her responsibility *promptly* to contact the instructor to arrange to make up the missed work. Unnecessary delay in making these arrangements cancels the instructor's obligation to permit the student to make up the work.

Transcripts

Requests for transcripts should be made to the Transcript Secretary in the Office of the Registrar. Official transcripts will not be given to students, although they may secure unofficial copies of their records for their own personal needs.

All requests must be made in writing. Requests from third parties will not be honored.

All financial obligations to the College must be met before transcript service will be provided.

The first transcript is provided free. Thereafter, the cost is \$1 each, except for orders of several copies, in which case the cost per transcript is reduced. One day service is provided for \$1.50.

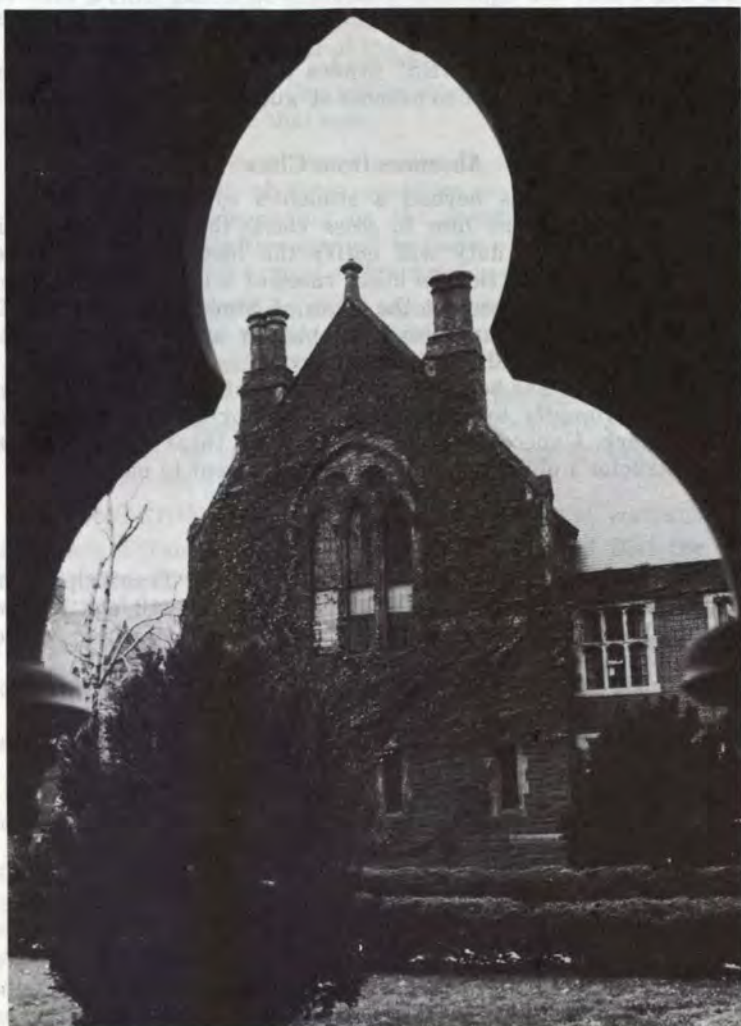
Letters of Recommendation

Seniors are strongly urged to see that three (3) letters of reference from faculty or administration have been sent to the Career Counseling Office for their permanent file before graduation. Students and alumni

may then request that their dossiers be sent out whenever needed. Letters are only sent at the request of the individual, or when it is clear that he is actively seeking employment, admission to graduate school, or a fellowship. General statements regarding character, college standing, date of graduation, etc., are handled by the Career Counseling Office; requests for academic information or transcripts are the responsibility of the Registrar.

Spouses of Undergraduates

Spouses of undergraduate students may audit courses without having officially registered for them. This would only require permission of the instructor in a particular course. If spouses should wish to take courses for credit, they can be admitted as special students and charged the same rate as special students are charged for individual courses.



College Policy on the Confidentiality of Student Records, Faculty Records, and Guides to the College on the Matter of the Confidentiality

Introduction

The Board of Trustees provides two guides to the Faculty on the matter of records. They are:

Title XI, Section 1, of the Statutes of Trinity College: "The Faculty shall keep a record of the progress in study, punctuality in attendance, and general conduct of students."

Title XI, Section 2, of the Statutes: "The students shall be ranked in the several classes according to their progress in study."

The policy and guides set forth below on record maintenance and on confidentiality were prepared by an *ad hoc* committee of administrators and were put into effect by the President of the College after being reviewed by the Student Government Association and a Faculty committee. They are consistent with the Trustee directions cited above and with applicable legislation.

No statement of policy can be made without reference to the manner in which records are maintained by various offices of the College. Confidentiality is dependent not only upon the good judgement of persons who keep information but also upon the kind of information kept and the manner in which it is kept. Consequently, the policy on the confidentiality of student records begins with specific guides to the keeping of specific types of records.

I

Guides to the Keeping of Student Records

A) The following types of records will be permanently retained in the student's central file at the Office of the Registrar:

- 1) College Entrance Examination Board scores (aptitude and achievement)
- 2) American College Testing Program test scores and student profile report
- 3) Advanced Placement Test scores
- 4) Secondary school grade record (i.e., "transcript")
- 5) Application for admission
- 6) Previous college transcripts of transfer students
- 7) Any documents from foreign educational institutions
- 8) Transcript from institution attended on Academic Leave of Absence
- 9) Transcript from 12-College Exchange institution attended by Trinity student

- 10) Independent Study form
- 11) Letter from instructor requesting grade change
- 12) Registrar's form indicating change of information re an undergraduate; e.g., voluntary withdrawal, required withdrawal, change of address, marriage, name change
- 13) Teaching Assistant form
- 14) Application for interdisciplinary major
- 15) Foreign transcripts
- 16) Student request to see contents of file
- 17) Open Semester application
- 18) Description of student-taught course
- 19) Intensive Study Program description
- 20) Letter notifying a student he/she has been required to withdraw for deficient scholarship

B. The following types of records in the student's central file at the Office of the Registrar will be destroyed when the student graduates, or in the event the student withdraws, five years after the date of withdrawal:

- 1) Letter offering admission
- 2) Card signed by student accepting admission
- 3) Supporting documents for admission, such as poems, photographs, etc., submitted by applicant
- 4) Description of Advanced Placement course and teacher's recommendation regarding award of credit
- 5) Dean of Students' report form
- 6) Letter to donor of scholarship
- 7) Letter reporting student's grades to donor of scholarship
- 8) Freshman Adviser's information sheet
- 9) Freshman tentative course selection form
- 10) Freshman application for exemption tests and placement tests
- 11) Freshman information re foreign languages
- 12) Appeals to and letters from Curriculum Committee re such matters as course credit, additional credit, etc.
- 13) Address change, letter from student re same
- 14) Consortium registration form
- 15) Notice of credit awarded transfer student
- 16) Leave of Absence form
- 17) Letter requesting readmission and application for readmission after required withdrawal
- 18) Readmission inquiry
- 19) Letter readmitting student
- 20) Request for reference letter for student who was required to withdraw
- 21) Reference letters for student applying for readmission
- 22) Statement of Incomplete grade
- 23) Notice re additional charges for six or more course credits
- 24) Notice to student who did not pre-register or register

- 25) Senior check-out sheet
- 26) Senior application for degree
- 27) Age of majority form
- 28) Form letter re release of information to secondary school
- 29) Letter re graduation requirements
- 30) Selective Service form 109
- 31) Letter from Registrar to Draft Board
- 32) Application for major
- 33) Freshman change-of-course form
- 34) Letter to and from student re freshman course selection
- 35) Medical letter of endorsement re application for readmission
- 36) Notification of grade change
- 37) Motor vehicle card
- 38) Worship attendance certificate (no longer used)
- 39) Request from Treasurer's Office to hold grades/transcripts for delinquent account. (To be destroyed at the time of graduation or when the bill is paid, whichever comes later)
- 40) 12-College Exchange application and correspondence
- 41) Rome Campus and Barbieri Center correspondence
- 42) Library request to withhold registration because of overdue books
- 43) Letter re academic probation
- 44) Mid-term report to parents (no longer used)
- 45) Mid-term report to student
- 46) Letter to and from parent re student's progress/difficulty
- 47) Permission to be part-time student
- 48) Reference letter for student. (This refers only to a copy placed in the student's central file at the Registrar's Office. Author retains copy as long as he/she chooses)
- 49) Test sheet re reading and vocabulary
- 50) Junior Adviser report form (no longer used)
- 51) Form letter re condition of room and related matters
- 52) Questionnaire re housing, roommate preference, religion, secondary school activities, hobbies, etc.
- 53) Freshman parent's letter responding to College Counselor's questionnaire (no longer used)
- 54) Sealed envelope re disciplinary action. (To be destroyed at graduation, unless a different date is specified on the envelope)

C) The following types of records, accumulated in connection with the admissions process, will be destroyed between the time the student is admitted and the time he or she enrolls:

- 1) Admissions Office interview notes and phone notes
- 2) Evaluative comments contained on secondary school transcripts, mid-term school reports and final school reports
- 3) Letter from Admissions Office to student acknowledging that he/she has accepted a place in the class
- 4) Headmaster's or principal's recommendation and secondary school teacher's recommendation

- 5) College faculty and administrator recommendations submitted in support of an application to transfer to Trinity
- 6) Any other letters of recommendation submitted in support of an application for admission
- 7) Letter to or from applicant regarding Admissions Office interview appointment
- 8) Letter from applicant requesting application form, *College Bulletin*, etc.
- 9) Letter to applicant regarding Admissions Office visit to applicant's school
- 10) Form used to report alumni interview of applicant
- 11) Receipt for payment of application fee or note indicating fee has been waived
- 12) College Entrance Examination Board writing sample

D) The following schedule of retention will be observed for disciplinary records maintained by the Office of the Dean of Students and/or in the student's central file at the Office of the Registrar:

- 1) Records of disciplinary actions leading to Fines, Pensums, Admonitions and Restrictions will be destroyed at the time the student graduates, unless a different time of destruction is specified to the student at the time the penalty is imposed. (Certain penalties — Admonition foremost among them — are sometimes imposed for a period of one semester or one year, with the proviso that all records of the action will be destroyed at the end of the specified period if the student commits no new offense.)
- 2) Records of disciplinary actions leading to Censure of a limited duration will be destroyed at the time a student graduates unless the period of Censure continues to a date later than the student's graduation, in which event the records shall be destroyed when the period of Censure ends.
- 3) Records of disciplinary actions leading to *permanent* Censure and to Suspension, Dismissal or Expulsion will be permanently retained.

E) The following Financial Aid Office records will be retained until five years after the student graduates or until the records have been audited by Federal authorities, whichever comes later:

- 1) Notice of approval of loan
- 2) Notice of Work-Study employment
- 3) Notice of award of scholarship
- 4) Loan application
- 5) Letter from student accepting financial aid
- 6) Need analysis
- 7) Parents' Confidential Statement
- 8) Student budget

F) Career Counseling Office records on individual students will be retained according to the following schedule:

- 1) Letters of recommendation placed on file at the Office at the Student's request will be retained permanently, as will the regis-

tration form the student completes during his or her first visit to the Office.

- 2) All other materials will be destroyed as soon as the Director of Career Counseling believes they are no longer useful to the student — ordinarily five years after the student graduates.

- G) Medical Office records will be permanently retained.

H) Information provided by a student to the Alumni, Development or Public Information Offices, or information obtained by these Offices from the public record, will be retained for such periods as the officers in charge deem necessary.

I) All records and forms connected with a student's pre-registration, registration (e.g., change-of-program cards), housing, and participation in the meal plan will be destroyed as soon as they cease to be useful to the administrative offices involved.

J) The files of the College Counselors will be available only to members of the counseling staff, and their contents will not be made available to others in or out of the College without the mutual consent of the student involved and the College Counselor, except under legal compulsion or in cases where the safety of persons or property is involved.

K) It is the responsibility of the Registrar to exclude from the student's central file information which does not bear directly on his or her academic performance or conduct.

L) A designated member of the College staff shall have the opportunity to cull from records scheduled for destruction material of historical value to the College. Such material may be entered into the College archives if approved by the President of the College.

II

Policy on the Confidentiality of Student Records

Information relating to individual students or alumni and maintained by the College is held in confidence by the institution and its officers and in conformance with applicable laws.* Access to such information within the College is limited to those faculty and administrative staff members determined by the appropriate record keeper to have legitimate educational interests in seeing the records in question. All members of the College and all College employees who have access to student and alumni records must understand that their access is privileged and that the information to which they have access is to be treated as confidential. Further, all members of the College who contribute to the store of information which inevitably accumulates as a candidate seeks admittance, enrolls, and continues in student status should take pains to contribute only such information as is factual and useful to them in the pursuit of their particular institutional responsibilities.

* Reference is made to that section of the *College Catalogue* entitled "Notice of Procedures and Policies Regarding Student Access to Education Records at Trinity College." That statement explains in detail the College's treatment of student records. The reader is expected to review that notice carefully.

From the general rule of confidentiality certain specific information pertaining to a student or to an alumnus is excepted, and College officers may publish and, on request, provide the following information:

- the name of a student presently or previously attending the College;
- address, telephone listing, date and place of birth;
- major field of study, participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance and degrees and awards received;
- the most recent previous educational agency or institution attended by the student;
- other similar information such as honors received.

Students have a right to inform the College within a reasonable period of time of any or all of such information that should not be released without their prior consent. Requests by students to suppress this information from public distribution are to be made annually. As required by legislation, the College annually provides through the *Catalogue* public notice of its intention to publish such information. It is, however, a College policy not to provide this information when the request for it is likely to lead to solicitations of various kinds.

III

Guidelines on Confidentiality of Student Records

- A. When in doubt about the propriety of a request for specific information, the person receiving the request should refer the person making it to the President's Office, which maintains copies of all materials bearing upon student records and College policies and procedures related thereto.
- B. When information from College records is to be released, it should be released in as factual a form as is possible, and it should not exceed the needs of the person requesting it.
- C. In those cases where the public media seek information about a student, members of the College are expected to volunteer no details. Those who may be approached should refer all such inquiries to the Director of Public Information who, at his discretion, may answer relevant questions about that information which he is permitted to provide.
- D. Except for those parties stated below, no one shall have access to education records without the written consent of the student concerned. The exceptions to the consent requirement are:
 - 1. Faculty and staff members determined by the appropriate record keeper to have legitimate educational interests in seeing the records in question.

2. Authorized Federal and State officials auditing Federally-supported education programs and State officials to whom information from student records is required by statute adopted prior to November 19, 1974, to be disclosed.
3. Persons processing a student's financial aid application or receipt of financial aid but only to the extent of (1) determining eligibility, amount, and conditions for aid and (2) enforcing such conditions or terms.
4. Organizations conducting studies on behalf of educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction provided that the identity of students is not revealed to other than representatives of such organizations and the information is destroyed when no longer needed for study purposes.
5. Recognized accrediting organizations carrying out their accrediting functions.
6. Parents or legal guardian of a student who is dependent upon such parents or legal guardian for Federal Income Tax purposes (discussed above).
7. To comply with a judicial order or lawfully issued subpoena provided reasonable notice in advance of compliance is sought.
8. Officials of another school in which the student seeks or intends to enroll, provided notice requirements are met.
9. In an emergency, appropriate persons, as determined by the keeper of the records, if the knowledge of information from a student's record is necessary to protect property or the health or safety of the student or other persons. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed include:
 - a. The seriousness of the threat to the health or safety of the student or other individuals;
 - b. The need for the information to meet the emergency;
 - c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
 - d. The extent to which time is of the essence in dealing with the emergency.
- E. Records released to any organization, agency, or individual shall be transmitted with a notice informing the recipient that such information is released only on the condition that the recipient will not permit any other party to have access to such information without the written consent of the student.
- F. Each office which maintains education records shall maintain a record for each student which shall list all individuals (except institution officials described above), agencies, or organizations which have requested or obtained access to such student's education record.

- G. A student may inspect material belonging to his education record solely at the office which is responsible for maintaining such information. Any office may require that the student inspect that record only in the presence of the office head who may assist in interpreting the information. Each office has the ultimate responsibility for establishing appropriate procedures; however, each office has been instructed to ask that the student's request be made in writing, and where appropriate, in person. On request, the student may be required to properly identify himself in filing a request and prior to having access to his records. The student is obligated to examine the record during reasonable hours at the place the record is maintained and not to interfere with the operation of the office in which the record is being maintained.
- H. Under the Act, the College has 45 days from the time of request until it must comply with the request.
- I. A student's request to examine his academic record card will ordinarily be honored the same day it is made.
- J. In some instances, materials a part of a student's own record may include references to other students. In such cases, the individual student's right to disclosure is limited to only that part of the record that pertains to him. The Act does not give the student an absolute right of inspection of all such materials. At the College's discretion, a student can be informed of such materials, as specified by the Act, but may legally be denied inspection of them.
- K. Unless and until the College is provided with a written statement of permission by the author, confidential letters and statements of recommendation received prior to January 1, 1975, and evaluative materials received prior to November 19, 1974, will remain confidential and inaccessible to students. Materials received after these dates will not be treated as confidential by the College and will be accessible to students upon request.
- L. Copies of records accessible to students shall be transmitted to the student upon payment of the established fee for issuing such copies.
- M. A student who believes the information contained in his education records is inaccurate or misleading or violates his privacy or other rights may request that the College amend them. A student who seeks to question such information will be requested to state the basis for his challenge in writing to the head of the office where the student's records are maintained. The head of the office may, if he believes circumstances warrant, alter the material in accordance with the assertion(s) made in the student's challenge. If, however, the office head believes the challenge is not warranted, the matter will be referred in a reasonable period after request to a Board of Inquiry, impanelled by the Dean of Students, for an arbitration hearing. The student shall be given notice of the date, place and time reasonably in advance of the hearing. The purpose of the hearing is to afford the student a full and fair opportunity to challenge and correct any inaccurate, misleading or inappropriate information about the student. The procedures for a hearing will ensure that a decision is rendered by disinterested persons. The Board of Inquiry, composed of one undergraduate, one faculty

member and one administrator, will provide the student and the office head full opportunity to present their respective positions and to cross-question one another. Excluded from the panel will be any party who has a direct interest in the outcome of the hearing. The Board will also hear witnesses when appropriate. The student may be assisted or represented by individuals of his choice at his own expense, including an attorney. The hearing will otherwise be guided by the applicable provisions for due process spelled out in the Administrative Procedures in Matters of Discipline and Dispute, as modified to conform with the requirements of the Act. Within a reasonable time after the conclusion of a hearing, the Board will issue a written decision, copies of which will be provided to the student and the office head. This decision will be binding. The decision of the College shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

- N. If, as a result of the hearing, the College decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the student in writing.
- O. If, as a result of the hearing, the College decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in his education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the College.

Any such explanation placed in the education records of the student shall:

- 1. Be maintained by the College as a part of the education records of the student as long as the record or contested portion thereof is maintained by the College, and
- 2. If the education records of the student or contested portion thereof is disclosed by the College to any party, the explanation shall also be disclosed to that party.

- P. Except as permitted by the legislation, transcripts of or information concerning a student's education record will be released to individuals or parties outside the College only with the written consent of the student or under subpoena, in which case the student will be notified. The Act requires that the student's written consent indicate which records are to be released, the reasons for such release, and to whom the copies are to be released. A copy of the material to be released may be requested by the student.
- Q. Students do not have the right to see financial records of their parents.
- R. Students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas — admissions, job placement and receipt of awards. Under no circumstances, however, can a student be required to waive this right. (It should be understood that faculty and administrators are not re-

quired to write letters of recommendation on behalf of students with or without the use of waivers.) To execute a waiver, the student will be asked to sign and date a written form specifying that information to which he voluntarily waives his right of access. Such forms are available at various College administrative offices, including the Career Counseling Office and the Registrar's Office. In waiving his right of access, the student retains the right to be notified, upon request, of the name of each person who has submitted such a confidential evaluation or recommendation. Moreover, the recommendation may be used only for the purpose intended.

S. Unless provided voluntarily by the student, the following are not to be matters of record in any office of the College:

1. Political or social activities or views,
2. Membership in organizations other than those included in the official extra curriculum of the College or those which have professional or honorary or academic significance.

College Policy on the Confidentiality of Faculty Records

Official information about present or former members of the Faculty is maintained by the Dean of the Faculty. Such information is considered to be confidential. Confidential evaluations and private information should not be released in their original form under any circumstances. All requests for information about a present or former faculty member addressed to members of the College faculty or administration or student body should be referred to the Dean of the Faculty, except when the person receiving the request has been requested to release information about a faculty member by that member himself.

Persons answering requests for information about members of the Faculty should follow the same principles which pertain to the confidentiality of student records.

MEMBERS of the FRESHMAN CLASS

as of August 1, 1976

Abbreviations for the dormitories are:

AE — Allen East	J — Jarvis	NR — Non-Resident
AW — Allen West	JH — Jones Hall	SM — Smith Hall
C — Cook (A, B and C)	JK — Jackson Hall	90-92V — 90-92 Vernon St.
CR — 78-80, 82-84, 111 Crescent St.	N — Northam Towers	W — Woodward
E — Elton	NB — 194 or 216 New Britain Ave.	WH — Wheaton Hall
G — Goodwin	NC — North Campus	
HR — High Rise		



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Wethersfield H.S.
NR



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NC-221



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JH-322



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Wethersfield H.S.
JH-121



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J-102



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Watkinson School
NC-212



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Noble and Greenough School
WH-324



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NC-190



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90-92V-A1



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NC-299



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NR



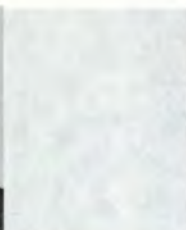
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90-92V-A1



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JH-106



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E-215



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NC-200



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NC-210



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J-106



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NC-206



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E-115



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J-116



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JH-107



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J-236



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E-314



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WH-324



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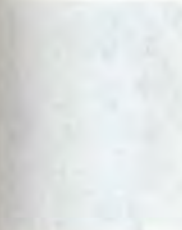
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E-410



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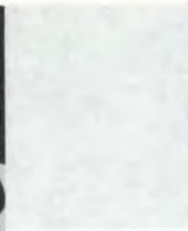
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J-126



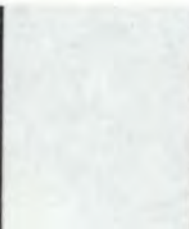
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J-223



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J-302



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J-301



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J-134



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J-137



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NC-110



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J-236



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J-323



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J-109



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J-120



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East Orange, NJ 07017
Clifford J. Scott H.S.
JH-123



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Paul D. Schreiber H.S.
WH-325



William T. Kieffer III
149 Westland St.
West Hartford, CT 06107
Clayton H.S.
E-413



David M.W. King
139 West Lanvale St.
Baltimore, MD 21217
Boys' Latin School
NC-132



Kenneth John Kirilenko
138 Alberta St.
Waterbury, CT 06708
Kent School
NCL-136



Edward Felix Kloman
57 Sannia St.
Rowayton, CT 06853
Choate School
JH-102



Ridgway Brewster Knight
Thacher School
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Ojai, CA 93023
Thacher School
JH-125-127



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Fox Chapel H.S.
NC-213



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Deerfield Academy
E-411



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Milwaukee, WI 53202
Walt Whitman H.S.
JH-22



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220 Goodale Dr.
Newington, CT 06111
Newington H.S.
JH-306



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NC-200



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J-230



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Escondido H.S.
NC-203



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Pittsburgh, PA 15206
Taylor Alderdice H.S.
NC-202



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Jenkintown, PA 19046
Chestnut Hill Academy
NC-110



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Windsor Locks H.S.
J-201



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Northwest Catholic H.S.
NR



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E-113



James Page Lansdale
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Sandy Spring, MD 20960
Mercersburg Academy
NC-126



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Friends Academy
JH-115



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Longmeadow H.S.
JK-301



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NC-226



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E-413



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JK-315



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Glastonbury H.S.
JK-304



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Hamden, CT 06514
Hamden H.S.
JH-121



Scott Mitchell Leventhal
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Silver Spring, MD 20901
Montgomery Blair H.S.
J-119



Alan P. Levine
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Teaneck, NJ 07666
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JH-113



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Niskayuna H.S.
E-311



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Simsbury H.S.
J-122



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NC-107



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JH-120



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Millburn H.S.
E-310



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E-215



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NR



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Wayland H.S.
JH-225-227



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E-415



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William H. Hall H.S.
NC-238



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Northbridge H.S.
J-114



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JH-221



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NC-124



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WH-313



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Gloucester H.S.
E-313



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WH-325



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J-233



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WH-320



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WH-324



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JH-111



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NC-209



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Greenwich H.S.
J-113



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Alexis I. duPont H.S.
E-116



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E-104



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NR



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Windham H.S.
J-323



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JH-125-127



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NC-122



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Francis T. Maloney H.S.
E-414



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J-215



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JH-117



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Glastonbury H.S.
E-317



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Roger Ludlowe H.S.
WH-316



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William H. Hall H.S.
WH-321



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Canton H.S.
JH-225-227



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West Essex H.S.
J-208



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Ansonia H.S.
J-114



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E-307



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JH-20



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Hyde Park, NY 12538
Millbrook School
J-338



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Wallingford, PA 19086
Episcopal Academy
JH-21



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Sunset Hill School
JH-305



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Kent School
J-224



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Conard H.S.
WH-113



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Rockville H.S.
NR



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JH-123



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Lawrenceville School
E-107



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St. Louis, MO 63124
John Burroughs School
JK-306



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Jamaica H.S.
90-92V-B2



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Buckingham, Browne
and Nichols School
90-92V-A2



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Bishop Feehan H.S.
J-201



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WH-325



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J-101



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Parkway-Delta School
JK-310



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Moses Brown School
J-111



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Rocky Hill, CT 06067
South Catholic H.S.
NR



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East Hartford, CT 06108
East Hartford H.S.
90-92V-B4



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Milford, CT 06460
Foran H.S.
J-233



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JH-126



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Archbishop Williams H.S.
E-117



Scott Phillip Myers
156 Conrad Dr.
New Haven, CT 06515
Hopkins Grammar-Day
Prospect Hill School
J-101



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Methuen, MA 01844
Brooks School
J-103



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Attleboro H.S.
WH-211



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Conard H.S.
NR



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Manchester, NH 03102
Manchester West H.S.
J-118



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NC-102



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Lowell, MA 01851
Dana Hall School
E-217



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Simsbury, CT 06070
Avon Old Farms School
E-410



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Ridgewood, NJ 07450
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NC-107



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Byram Hills H.S.
JK-307



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National Cathedral School
90-92V-B2



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NC-134



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Pingree School
JH-315



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Brooks School
E-411



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Philadelphia, PA 19118
William Penn Charter School
E-114



Cornelia Marjorie Parsons
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Westport, CT 06880
Staples H.S.
E-315



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Stamford, CT 06903
Rippowam H.S.
NC-228



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Garden City, NY 11530
Garden City Sr. H.S.
J-122



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Suffield, CT 06078
Suffield H.S.
NC-237



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Newbury, MA 01950
Phillips Exeter Academy
NC-134



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Meriden, CT 06450
O.H. Platt H.S.
J-138



Suwathin Phiansunthon
123 Laan Copes van Cattenburch
The Hague, The Netherlands
American School of the Hague
J-224



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Vestal H.S.
JH-202



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George W. Hewlett H.S.
E-402



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George School
WH-211



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Princeton, NJ 08540
Lawrenceville School
E-114



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Woodbridge, CT 06325
Amity Sr. H.S.
NC-224



Hartley Linwood Pond
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NC-100



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Torrington H.S.
JK-301



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Princeton Day School
E-217



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J-338



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Concord, NH 03301
St. Paul's School
NC-226



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Auburn H.S.
JH-299



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Roosevelt H.S.
NC-223



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Orange, CT 06477
Amity Regional H.S.
E-110



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O.H. Platt H.S.
J-138



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NC-107



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Lewis S. Mills H.S., Reg. No. 10
J-126



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Tenafly H.S.
JH-323



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J-101



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Loomis-Chaffee School
E-415



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J-318



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JH-126



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J-138



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NC-223



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JH-221



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NC-215



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E-102



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J-201



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JH-106



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JH-105



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WH-118



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J-118



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E-415



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NC-221



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J-120



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JK-901



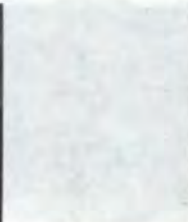
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JH-24



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WH-315



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E-414



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JH-323



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J-135



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E-101



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JH-220



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NC-100



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JH-115



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E-116



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J-335



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Torrington H.S.
E-213



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J-117



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JH-107



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J-230



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Wilton H.S.
JK-308



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JK-306



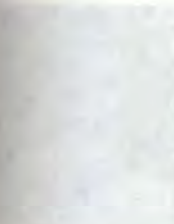
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NC-208



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90-92V-A3



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JH-25-27



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NC-207



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Acton-Boxborough Reg. H.S.
JH-222



Michael Brock Veidenheimer
16 Sterling Rd.
Wellesley, MA 02181
Wellesley H.S.
JH-22

Frederic Pierre Vigneron
Orchard St.
Brattleboro, VT 05301
Northfield-Mt. Hermon School
NC-122

Daniel M. Vincenzo
316 Brown St.
Hartford, CT 06114
St. Thomas Seminary
NR

Susan Ruth Vlamynck
645 River Dr.
Elmwood Park, NJ 07407
Saddle River Country Day School
JH-317

Sarah Angela Vorder Bruegge
38 Copper Beech Rd.
Greenwich, CT 06830
Convent of the Sacred Heart
JH-309



Susan Vuylsteke
79 Tall Timbers Rd.
Glastonbury, CT 06033
Glastonbury H.S.
JH-313

Karen Lynn Wachtell
26 Tamarack Way
Pleasantville, NY 10570
Byram Hills H.S.
JK-315

Audrey Adele Wagner
14 West Aspen St.
Hazelton, PA 18201
M.M.I. Preparatory School
E-317

Edith Laughlin Wallace
1338 Monticello Blvd. North
St. Petersburg, FL 33703
Northeast Senior H.S.
JK-315

Janet Pruett Weakley
645 Riviera Isle
Ft. Lauderdale, FL 33301
Pine Crest School
WH-211



Karyn Rogers Webb
37 Brookwood Lane
New Canaan, CT 06840
New Canaan H.S.
NC-216

Linda Ann Wells
56 Lake Forest
St. Louis, MO 63117
Mary Institute
NC-236

Mary Bernadette Whall
28 High St.
Dorchester, MA 02122
Boston Latin Academy
E-310

Deborah Sue White
460 Mawman Ave.
Lake Bluff, IL 60044
Lake Forest H.S.
J-301

Elise Helaine White
296 Hunting Rd.
Needham, MA 02194
Needham H.S.
JH-224

Jeffrey David White
120 Foxwood Rd.
West Nyack, NY 10994
Clarkstown H.S. South
JH-20

Rosina Brock Whitney
8013 Crefeld St.
Philadelphia, PA 19118
Kent School
JH-306

P. John Wicknertz
70 Wearimus Rd.
Ho Ho Kus, NJ 07423
Saddle River Country Day School
NC-120

Susan Michael Wilkins
8321 Burning Wood Rd.
Baltimore, MD 21208
Park School
E-307

Janice Teresa Wilkos
119 Freeman St.
Hartford, CT 06114
Bulkeley H.S.
JH-307



Janet Ruth Wilson
179 Meadbrook Rd.
Garden City, NY 11530
Garden City H.S.
JH-225-227



Peter Chisholm Wilson
210 Constitution Dr.
Princeton, NJ 08540
St. George's School
E-113



Phyllis Ann Wilson
533 42nd Place North
Birmingham, AL 35222
Carol W. Hayes H.S.
E-301



David Ross Winans III
Watch Hill Rd.
Westerly, RI 02891
Brooks School
E-107



Susan Mary Wingler
77 Cedar Hill Rd.
Northboro, MA 01532
Algonquin Regional H.S.
NC-202



Laura Lyn Wish
44 Holbrook Rd.
West Hartford, CT 06107
Conard H.S.
WH-211



Franck Georg Webst
2430 Onandaga Dr.
Columbus, OH 43221
Columbus Academy
NC-115



Roderick Harold Wolfson
325 South Roberts Rd.
Bryn Mawr, PA 19010
Episcopal Academy
JH-21



Anthony Hartwell Woodson
2835 Divisadero St.
San Francisco, CA 94123
Thacher School
JH-211



Jane Tholen Works
7 Brier Rd.
Gloucester, MA 01930
Pingree School
J-311



Patricia Wrenn
725 High St.
Dedham, MA 02026
Beaver Country Day School
NC-203



Sara Virginia Wrenn
1601 East Third Ave.
Denver, CO 80218
Kent Denver Country Day School
J-326



Edward M. Wrobel, Jr.
34 Two Mile Rd.
Farmington, CT 06032
Farmington H.S.
NC-114



Stephen Garrett Yarnall
514 Conestoga Rd.
Villanova, PA 19085
Friends Central School
J-138



Sandra Dunbar Yearley
418 Alden Ave.
Westfield, NJ 07090
Westfield H.S.
E-313



Robert Carroll Yingling
39 Pequot Trail
Westport, CT 06880
Staples H.S.
JH-209



George Adams Young
2430 Lakeview Ave.
Chicago, IL 60614
St. George's School
E-402



Kathryn Mary Youngdahl
1740 Sevenoaks
Jackson, MI 49203
Jackson Parkside H.S.
NC-226



Mary Katherine Zackrisson
140 Winton Rd.
Fairfield, CT 06430
Roger Ludlowe H.S.
NC-227



Justin Raymond Zak
21 Garden Hill Rd.
Wethersfield, CT 06109
St. Paul's School
JH-205



Caroline French Zug
127 Rose Lane
Haverford, PA 19041
Shipley School
E-313



Transfer Students Fall 1976



Lisa Joan Alberti
115 Stockbridge Rd.
Lenox, MA 01240
Vassar College
J-207



Lynne Stacey Bagdis
18 Brentwood Dr.
Holden, MA 01520
Connecticut College
J-206



Laurie A. Basch
204 Windsor Ave.
Melrose Park, PA 19126
University of Rochester
J-309



Philip William Bittel III
Burlington Rd.
Hartford, CT 06109
Vanderbilt University
NC-123



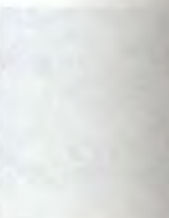
Nathaniel Gordon Brown
215 Chestnut Hill Rd.
Glastonbury, CT 06033
University of Vermont
JH-124



Elaine Marcia Buchardt
29 Wyndwood Rd.
Farmington, CT 06032
Hartford College for Women
NC-217



Lisa Eleanor Christensen
18 Greystone Rd.
West Hartford, CT 06107
Hartford College for Women
JH-223



Paul Edward Christensen
561 North Madison Rd.
Guilford, CT 06437
University of North Carolina
NR



Francis Parkman Coolidge, Jr.
Brown Rd.
Harvard, MA 01451
Wentworth Institute
WH-318



Sherry Lynn Curtis
829 West Piper St.
Macomb, IL 61455
Western Illinois University
JH-226



Vivian Eve D'Amato
950 Mayfair Way
Plainfield, NJ 07060
Douglass College
J-313



Julianne Harin Downs
Rose Lane
Old Lyme, CT 06371
Clark University
JH-320



Peter Douglas Edwards
1150 East 24th Place
Tulsa, OK 74114
University of Texas
NR



Edward Thomas Falsey III
7 Mountain View Terrace
North Haven, CT 06517
Cornell University
J-317



Anne F. Franke
37 Warrenton Rd.
Baltimore, MD 21210
Boston College
NC-229



Bradd Jonathan Gold
122 Green Knolls Lane
Fairfield, CT 06430
Clark University
J-235



Catherine Sarah Graubert
3 Shelter Rock Rd.
Manhasset, NY 11030
Skidmore College
NC-229



Carl Steven Guerriere
124 Jacqueline Dr.
Bristol, CT 06010
Trinity College
NR



John Peter Gurka, Jr.
132 Raymond Rd.
West Hartford, CT 06107
University of Connecticut
NR



J. Ross Hamilton, Jr.
38 Hurdle Fence Dr.
Avon, CT 06001
Carnegie-Mellon University
NC-123



Thomas Page Harbeck
312 Valley Court
Grand Haven, MI 49417
University of Michigan
NC-121



Leslie Eileen Henderson
5238 MacArthur Blvd.
New Orleans, LA 70114
Chatham College
NC-217



Alyson Balfour Henning
Mayfair Lane
Greenwich, CT 06830
Wheaton College
NR



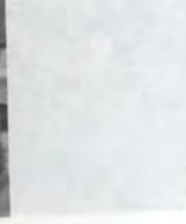
Lisa Ann Hughes
437 Shrewsbury St.
Holden, MA 01520
Connecticut College
J-204



Shirley Ross Irwin
Meadow Lane
Harwinton, CT 06790
Trinity College
NR



Deborah Lynn Jones
8 Englewood Rd.
Baltimore, MD 21210
Denison University
G-25



Cynthia Elaine Killian
234 Terry Rd.
Hartford, CT 06105
Fairfield University
NR

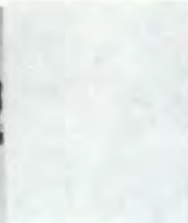




Manfred Harold Kolmar
42 Washington St.
Glastonbury, CT 06033
Greater Hartford
Community College
NR



Michael William Morgan
5546 Keeney Rd.
Warsaw, NY 14569
University of Hartford
JH-124



David Wesley Parr
45 Beverly Rd.
Grosse Pointe, MI 48236
University of Michigan
J-217



Robert Addison Peattie
Old Bedford Rd.
Greenwich, CT 06830
University of North Carolina



Edward Stanley Petry, Jr.
274 Victoria Rd.
Hartford, CT 06114
University of Connecticut
NR



Catherine Georgette Pszonowsky
8 Trout Brook Terrace
West Hartford, CT 06119
University of Connecticut



Scott Robinson Ritter
248 North Whitney St.
Hartford, CT 06105
Newhouse School of
Public Communications
NR



Irene M. Rodriguez
1662 Broad St.
Hartford, CT 06106
Hartford College for Women
NR



Faith Bright Sanson
14 Arlington St.
Bloomfield, CT 06002
Hartford College for Women
NR



Walter Louis Selden, Jr.
3712 Lytle Rd.
Shaker Heights, OH 44122
University of Hartford
J-324



Raymond S. Smialowski
365 High St.
New Britain, CT 06051
St. Thomas Seminary
Junior College
NR



Jonathan Leavy Stanley
R.F.D. Barbourtown Rd.
Collinsville, CT 06022
Lehigh University
J-217



Alison B. Starkey
87 Fairmount St.
Brookline, MA 02146
Bradford College
JH-226



Rae Annette Strickland
71 Washington St.
Manchester, CT 06040
Manchester Community College
NR



Paula Jeanne Swilling
14 Kent Lane
Bloomfield, CT 06002
Hartford College for Women
NC-205



Anne Elizabeth Tolley
8 Dimitri Place
Larchmont, NY 10538
Emory University
JH-223



Garth Michael Wainman
111 Meadowview St.
Marshfield, MA 02050
University of Massachusetts
E-404



Joseph James Westerfield
92 Woodside Ave.
Keansburg, NJ 07734
Syracuse University
WH-317



Caron Camille Zand
3929 Fairlington Dr.
Columbus, OH 43220
Pine Manor Junior College
JH-320

Members of 12 College Exchange

Martha Ayre '78
8 Aspetuck Ave.
New Milford, CT 06776
Mt. Holyoke College
Full Year
JH-310

Margaret H. Burroughs '78
21 Grandview Ave.
Essex Junction, VT 05452
Mt. Holyoke College
1st Semester
J-211

Isabelle D. del Rio '78
29 Eastern Point Rd.
Gloucester, MA 01930
Wheaton College
Full Year
G-35

Elizabeth E. Depoian '78
129 Chickering Rd.
Dedham, MA 02026
Smith College
Full Year
G-35

Mary Jane Doyle '78
435 East 70th St.
New York, NY 10021
Mt. Holyoke College
1st Semester
WH-214-216

Jane M. Duffy '78
620 Colebrook Dr.
Rochester, NY 14617
Smith College
Full Year
J-203

Nina M. George '77
c/o O. Dabbour
22 School St., Apt. A-1
Hartford, CT 06106
Connecticut College
1st Semester
NR

Laurie J. Greenwood '78
18 Salisbury Rd.
Barrington, RI 02806
Wheaton College
Full Year
J-211

Susan B. Guild '78
11 Main St.
Dover, MA 02030
Wheaton College
Full Year
W-31

Megan Gunnis '78
158 Fairhaven Rd.
Concord, MA 01742
Smith College
Full Year
WH-214-216

Marjorie E. Hansen '78
11 Leuce Place
Glen Cove, NY 11542
Smith College
Full Year
J-303

John W. Hession '78
10 Christie Hill Rd.
Darien, CT 06820
Connecticut College
2nd Semester

Stacy H. Jacobson '78
5681 Sycamore Grove
Memphis, TN 38117
Wellesley College
Full Year
J-332

Karen S. Kurtz '78
1455 Scrope Rd.
Rydal, PA 19046
Smith College
Full Year
G-25

Carol L. Lake '78
10 Old Hunt Rd.
Northbrook, IL 60062
Wheaton College
Full Year
G-21

Susan M. Manning '77
Huckleberry Lane
East Hampton, CT 06424
Smith College
1st Semester
JK-313

Evelyn V. Mukjian '78
16 Stoney Brook Rd.
Belmont, MA 02178
Wheaton College
Full Year
JK-317

Emily W. Ostheimer '78
Blueberry Hill
Manchester, MA 01944
Smith College
Full Year
W-22

Cynthia L. Romer '78
8216 North Illinois St.
Indianapolis, IN 46260
Wellesley College
Full Year
G-21

Emily J. Sharpe '78
307 Beech Grove
Forrest City, AR 72335
Wellesley College
Full Year
J-332

Sue W. Snyder '77
31 Point O' Woods Rd.
Darien, CT 06820
Wheaton College
1st Semester
SM-304

Stephanie Taylor '78
164 Castle Rd.
Chappaqua, NY 10514
Wheaton College
Full Year
W-31

Allison M. Toohar '78
34 Van Houton
Chatham, NJ 07928
Wheaton College
Full Year
J-337

Kathryn J. Waugh '78
323 North River St.
Guilford, CT 06437
Smith College
2nd Semester

Susan J. Weiland '78
63 Mt. Pleasant Ave.
Holbrook, MA 02343
Wheaton College
Full Year
HR-204

Susan M. Wey '78
20 Bennington St.
Needham, MA 02194
Wellesley College
Full Year
JK-314

Susan S. Wilcox '78
15 Thicket Lane
West Hartford, CT 06107
Smith College
Full Year
W-22

Lori M. Winkelbauer '78
Pleasant Hill Rd.
Brunswick, ME 04011
Smith College
1st Semester
HR-604

Visiting Students

David J. Helm
University of East Anglia
Norwich NR 4 7TJ, England
Full Year
NC-133

Robert G. McGurgan
940 High Rd.
Kensington, CT 06037
New College
1st Semester
NR

Michael G. O'Malley
Upper River Rd.
South Hadley, MA 01075
Pomona College
1st Semester
J-317

Julie M. Phillips
15 River Terrace
Tarrytown, NY 10591
Skidmore College
1st Semester
WH-215

Student Organizations

Most of the following organizations are under the direct supervision of the Student Budget Committee and the Student Government Association. They have been evaluated and recognized by the SBC and most qualify for funding from the SBC. For interested students, the Master Calendar Office and the Student Government Office in Mather Campus Center keep a list of all recognized student organizations and their officers.

Drama

JESTERS

A dramatic organization, the Jesters is one of the College's oldest and most active clubs and has maintained and fostered the dramatic arts at Trinity with a high degree of interest and ability.

The Jesters welcome all who would like to participate in any phase of play production.

Informal Sports Organizations

TRINITY SAILING CLUB

Yes, Virginia, there is a sailing club here at Trinity even. And we sail, or so they say. We also race, but only because we have a sense of humor. For those of you who are wondering how we came about, we have something or rudder to tiller you, and we don't tell tales. (Do we keel you with our puns?) Anyhow, sailing is a breeze, so throw us a line and sea for yourself.

TRINITY COLLEGE FENCING CLUB

TCFC was established to encourage the art and spirit of fencing on the Trinity College campus through participation in and sponsorship of intramural, intercollegiate and regional competitions.

TRINITY COLLEGE WATER POLO CLUB

The Water Polo Club, in cooperation with the Athletic Department, offers an opportunity for interested students to practice and compete on an intercollegiate level. Practice and games are limited to the fall season.

Musical Groups

TRINITY INSTRUMENTAL MUSIC PROGRAM

This organization was founded in 1974 to give interested Trinity students an opportunity to perform on their respective instruments in various chamber music ensembles. Over the past two years the following ensembles have been established: stage band, brass choir, string ensemble, recorder consort, and saxophone quartet.

The personality of the organization depends on the level of interest and degree of instrumentation. The brass choir has been featured at a variety of Sunday services in the Chapel and in the Spring of 1975 performed a concert of organ and brass music with world renowned organist, Leonard Raver. The stage band has been enthusiastically received at on-campus concerts and in the Spring of 1975 performed at Wheaton and Smith Colleges. The string ensemble has performed on-campus for POST-LUDES including a premiere performance written for the group by a student composer from Hartt College.

A formal letter of invitation is sent to all freshmen, followed by an organizational meeting during the first week of classes. Participation is

non-credit. Students who have had experience in high school bands and orchestras and who wish to continue on their instrument are welcome.

THE CONCERT CHOIR

Formed when Trinity became coeducational, the Concert Choir has established for itself an excellent reputation as one of the finest groups of its kind.

The Choir regularly is heard in campus concerts, radio and TV appearances, on recordings, and in performances at other colleges and cities. Members of the Choir develop skills in performing a great diversity of music ranging from intricate Renaissance polyphony to the newest in multi-media works. Customarily, during the Spring Vacation the Choir makes a Concert Tour either in the States or abroad.

Membership in the Choir is by audition in the fall. All undergraduates and graduate students may apply.

THE GUILD OF CARILLONNEURS

This group plays the Chapel's thirty-bell Plumb Memorial Carillon before all Chapel sessions as well as on special occasions and gives free lessons to all Trinity students desiring to learn to play the Carillon.

THE PIPES

The Trinity Pipes date back to 1938, when four men from St. Anthony Hall formed an *a cappella* quartet. Over the years the group has grown in size and has added instrumental accompaniment. When Trinity College became coeducational in 1969, The Pipes expanded to include women.

Today, The Pipes are known as one of the most popular college singing groups in New England. Their recording sessions and live performances have delighted audiences throughout the East Coast and Bermuda. The group combines its careful and varied vocal blending with sophisticated arrangements of popular songs of today and many folk songs and spirituals, as well as a number of original compositions.

The Pipes continue to change their style and repertoire as the tastes, desires, and members of the group change. Auditions are held early each fall to replace members who have graduated.

Publications and Radio

THE IVY

The *Ivy*, the College yearbook, is available to all sophomores, juniors and seniors in the fall. It is published during the summer and includes activities of the entire year. Books are mailed to the members of the graduated senior class at their homes late in the summer. Freshmen and members of the faculty may purchase surplus copies.

The *Ivy* staff is composed of members of the four classes. Freshmen are encouraged to try out. The *Ivy* offices are located in Seabury Hall; or send inquiries to Box 3028 in Mather Campus Center.

THE TRINITY REVIEW

Purpose of *The Trinity Review* is to stimulate, through weekly meetings, an interest in writing and to provide an outlet for the creative efforts of both undergraduate and graduate students.

The Review is published periodically and the Board of Editors will consider all material submitted.

THE TRIPOD

The Tripod is the official student newspaper of the College. As such, it provides the most effective and comprehensive communications within the College. It is published weekly during the academic year.

The Tripod attempts to give complete coverage of campus news and to provide an opportunity for the expression of student opinion and criticism. In addition, it regularly presents articles concerning intercollegiate, metropolitan and national affairs.

All students, regardless of previous experience, are encouraged to apply for positions on the news, review, sports or business staffs. The editorial board welcomes contributions from all members of the College.

Offices of *The Tripod* are located in Seabury Hall.

WRTC-FM

WRTC-FM, Hartford's first noncommercial radio station, maintains studios in the basement of Cook-B dormitory. Radio Trinity broadcasts popular, folk, jazz and classical music, as well as varsity football and basketball games. An extensive educational schedule is maintained, including foreign-language programs, lectures and discussions. Daily news is provided by the United Press International wire service.

The station is owned and operated by students who, regardless of previous experience, fill positions in announcing, sportscasting, technical engineering and production.

SGA COURSE EVALUATION

Designed to help both students and faculty, the Student Government Association *Course Evaluation* is a comprehensive evaluation of courses at the College. The booklet is meant by its compilers to supplement the regular bulletin of courses. Students are asked a variety of questions to gauge their reactions to various aspects of courses taken each semester. The responses are compiled by computer and published in the booklet. In addition an essay about each course is prepared by a member of the *Course Evaluation* staff.

The *Course Evaluation* is published each semester for use at registration. Staff members are needed.

Religious Groups

COMMITTEE OF THE CHAPEL

This committee, consisting of members of the student body, faculty, and administration and the Chaplain, plans and directs all of the activities of the Chapel. Students are elected to it in the spring of each year. The Committee is assisted in this by the following organizations which are responsible for various areas of the life of the Chapel.

ACOLYTES

Students serve at all of the services of the Chapel in such capacities as torchbearers, assisting at the Eucharist, etc.

CARILLONNEURS AND CHOIR Listed under Musical Groups.

LAY READERS

The responsibility of leading the services of the Chapel is shared by members of the College. Students and faculty members conduct

weekday services and read the lessons at the Eucharist and College Vespers.

CRUCIFERS

Each year certain members of the Senior Class are given the responsibility and honor of carrying the Processional Cross of the Chapel at the services.

USHERS

Students usher at the Sunday service and special events in the Chapel, as well as take up the offering and assist the congregation.

THE GREATER HARTFORD CAMPUS MINISTRY

The Greater Hartford Campus Ministry is affiliated with the New England Christian Movement. Directed by an ecumenical board, this ministry provides a campus minister who serves the colleges and universities of the area.

HILLEL SOCIETY

Hillel offers to the Jewish students at Trinity a program of religious, cultural and social activities. Included are lectures, discussions, films, Friday evening services, bagels and lox brunches on Sunday morning, and several mixers with Hillel Societies at neighboring colleges. Hillel House, located at 30 Crescent St., provides facilities for religious services, kosher cooking and organizational activities. Hillel is sponsored by B'nai B'rith of Hartford.

NEWMAN APOSTOLATE

Newman Apostolate brings together members of the Roman Catholic Church. The activities of this organization are under the sponsorship of a priest assigned by the Archbishop of Hartford.

TRINITY CHRISTIAN FELLOWSHIP

The Trinity Christian Fellowship in coordination with the Chapel fellowship provides an opportunity for Christians on campus to meet on a regular but informal basis and supports a campus-wide outreach for interested students. Their activities include multi-media shows, a series of lectures and many Hartford community-service projects.

Social Clubs and Fraternities

ALPHA CHI RHO

Alpha Chi Rho, 114 Vernon Street, was founded in 1895 at Trinity College in Northam 11. At the present time this Phi Psi Chapter is one of the 21 chapters located throughout the United States.

ALPHA DELTA PHI

Alpha Delta Phi, 122 Vernon Street, was founded at Hamilton College in 1832, and now consists of 29 active chapters in this country and Canada. The Phi Kappa Society at Trinity was the parent organization out of which the Phi Kappa Chapter was founded here in 1877.

DELTA KAPPA EPSILON

Delta Kappa Epsilon, 98 Vernon Street, was organized at Yale University in 1844 and was among the first of the national fraternities

chartered at Trinity College. The Alpha Chi Chapter, founded here in 1879, is one of the 49 chapters of DKE in the United States and Canada.

PI KAPPA ALPHA

Pi Kappa Alpha, 94 Vernon Street, an outgrowth of a local organization, Tau Alpha, was established at Trinity in 1953. PiKA, which was founded at the University of Virginia in 1868, is the largest national fraternity represented on campus, with over 165 active chapters throughout the country. The chapter house, built in the 1820s, was formerly the residence of a mayor of Hartford and a President of Trinity College.

PSI UPSILON

Psi Upsilon, 81 Vernon Street, was founded at Union College in 1833. It is one of the oldest college fraternities in the country. The Beta Beta Chapter was founded here in 1880, being organized from the local society known as Beta Beta.

ST. ANTHONY HALL

St. Anthony Hall, 340 Summit Street, was established at Trinity in 1850, three years after the fraternity was founded at Columbia University. There are active chapters at M.I.T., Williams, Yale, Columbia, Virginia, North Carolina and the Universities of Pennsylvania and Mississippi. The Hall is the oldest of the resident fraternities.

Trinity Outing Program

The Trinity Outing Program, established and operated by the College, provides a wide variety of outdoor activities including winter camping and climbing, rock climbing, kayaking, canoeing, cross country skiing, and a variety of hikes ranging from one day to five weeks. Participation is open to all students, faculty, staff, administration and alumni, providing a unique opportunity for people to share their experiences and expertise. For information and membership, contact the Mather Campus Center Front Desk.

Special Interest Groups

ASSOCIATION INTERNATIONALE DES ETUDIANTS EN SCIENCES ECONOMIQUES ET COMMERCIALES

AIESEC at Trinity seeks to promote international understanding and cooperation through the establishment of international exchanges of students for short-term business and work opportunities at the management level for foreign students in Hartford. AIESEC arranges for a pleasurable stay for them, and arranges for its own members to work abroad, on a one-to-one reciprocal basis for the number of jobs raised locally.

LA VOZ LATINA-AMERICANA

ALA was established to propagate a cultural awareness among the Latin American students at Trinity College; foster an awareness of a Latin American presence through the various activities of these students within the College community; increase the contact with the Hispanic speaking community; and instruct its members in the skills necessary for the furtherance of their educational and cultural development.

CERBERUS

Cerberus is the campus service organization whose members are the official hosts of the College. They give tours of the campus to visitors and perform similar functions for such offices as Development and Student Services. Membership is open to all undergraduates.

CINESTUDIO

Cinestudio is a project fostering interest in films at Trinity and in the Greater Hartford community. It is entirely self-supporting through income from admissions to its showings. All income beyond operating expenses furthers film programs and supports film instruction. Participation is open to all members of the College and assistance is welcomed from others. Cinestudio is directly responsible to the administration of the College.

CONNECTICUT PUBLIC INTEREST RESEARCH GROUP (CONNPIRG)

ConnPIRG was established in the Spring of 1972 to permit students to seek practical educational experiences in the research and solution of social problems in Connecticut. Each semester \$2.00 of the Student Activities Fee is allocated to ConnPIRG to finance this research. Those students who do not wish to have their money used for this purpose will be able to have this amount refunded at the beginning of each semester.

CROWN INVESTMENT LEAGUE

The Investment League was formed to distribute and administer a \$4,000 fund given by the Crown Foundation in a securities portfolio. Students have complete control of the fund. The profits are used for a scholarship for a senior student in economics. Membership is open to any interested student.

THE PHOTOGRAPHY CLUB

The Photography Club was established to maintain and manage the use of darkrooms and darkroom supplies in Mather Campus Center and to provide an organization through which photographers can meet and work as a whole. The club is open to all students regardless of photographic or darkroom experience. Instruction in basic darkroom techniques is given for the use of the specific equipment found in the Mather Campus Center darkrooms.

STUDENTS FOR MUSIC AT TRINITY (SMAT)

SMAT was organized to advance and generate interest in the serious performance and enjoyment of music of all periods and types. Its activities include student recitals, guest artists in lecture and recital, and student performing groups.

TRINITY COALITION OF BLACKS (TCB)

Trinity Coalition of Blacks was organized for the advancement of Black awareness. TCB is concerned with educating itself and the College as a whole in Black arts and history, both past and present. In cooperation with faculty, administration and students, it is developing a more

cognizant campus in an effort to make Black life at Trinity more meaningful. Many members of the Coalition cooperate with organizations in the Hartford area which are engaged in fostering Black rights and achievements. The TCB is housed in the Black Cultural Center at 110-112 Vernon Street.

TRINITY WOMEN'S ORGANIZATION (TWO)

Besides sponsoring the annual Women's Week activities, TWO meets regularly to discuss the role of women at the College and in the larger society. Membership is open to all interested members of the community.

YOUNG DEMOCRATS

This organization sparkplugs campus activity in elections by posters and debate supporting the candidates.

The highlights each year are campaigning and canvassing for local and national political figures, working as a general organizer for the party, and sponsoring local and party leaders as speakers.



Emergency Information

Illness

From 8 a.m., Monday, to 8 a.m., Saturday, the Medical Office in Wheaton Hall is open 'around the clock, except for the evening mealtime (6-7 p.m.). It is also open for four hours on weekends, according to a schedule posted at the Medical Office. If you cannot report to the Medical Office, call 246-3932 or 527-3151, ext. 231 or ext. 380. During those weekend hours when the Medical Office is closed, a nurse is "on call" at her apartment on the campus and may be reached by calling the Mather Campus Center Front Desk (527-3151).

What to do in Case of Fire

Know the location of the fire box nearest your room.

Do not try to fight a fire; contact the Fire Dept. (522-1234).

Do not panic.

When the fire horn sounds, evacuate the building immediately. Do not pull any more fire boxes.

In case of fire outside your room, leave the door shut. Heated gases and smoke may be on the other side. Feel the door, if it is hot or seeping smoke, block the door and stuff the cracks.

If you must open the door, do so cautiously. Stand behind the door bracing yourself against it. The next room may contain superheated air under pressure, a blast of which may prove to be fatal. Be ready to close the door quickly, if necessary.

Plan an alternate escape route from each room. Fire and smoke can block your normal escape route. Open a window a crack at the top and bottom for fresh air. Hang a sheet out the window to signal rescuers.

Do not jump.

If a room is filled with smoke, get down on your hands and knees. The air at the lower part of the room is fresher and contains more oxygen, fewer gases.

You Can Help by Taking the Following Precautions

Do not block fire doors or exits with trunks, furniture, draperies, etc.

Do not tamper with fire boxes or fire fighting equipment.

Do not try to fight an electrical fire with water or soda acid extinguishers; you can be electrocuted.

Do not overload electrical circuits.

Do not smoke in bed.

PROCEDURES IN EVENT OF A BOMB THREAT

A bomb threat should be taken seriously. Person receiving call should:

- Note exact time of call,
- note as correctly as possible wording of threat,
- describe any voice characteristics,
- immediately notify Police Headquarters, Detective Division, Tel. 527-0112, giving all details,
- then immediately notify Director of Campus Security, Ext. 264, the Dean of Students, Ext. 433 and a security guard on duty at the time.

If the caller specifies that a bomb is located in a particular building, floor, classroom, auditorium, or other place of assembly, the entire building should be evacuated. Doors and windows should be left open. Should there be an explosion the gases resulting from detonation (which cause injury and damage) may escape more freely, thus reducing the impact of the explosion.

After the building has been searched by Police, Fire and College officials, and it is ascertained there is no further threat, one of the College officials will announce that the building may be reoccupied.

~~Mr. Adolf Seibel~~
~~Library~~



EMERGENCY TELEPHONE NUMBERS

Doctor	246-8861
Ambulance	247-6792
Fire	522-1234
Police	522-0111
College Guards	Day: Ext. 264 Night: 527-3151
Medical Office	Day: Ext. 231, 380 Night: 246-3932 Weekends: 527-3151
Trinity College	527-3151